

Policy Title: Meeting Room Use

Policy Statement:

The Santa Cruz Public Library system makes its meeting rooms available for public use and neither approves or disapproves of any viewpoint expressed by meeting room users. The Library does not endorse any goods or services, makes no representation as to the accuracy of the information and assumes no liability for the quality or safety of any goods or services which may be the subject of the meetings. When the meeting rooms are not being used by the Library, the Library Joint Powers Board or the Friends of the Library, the library will open the space to all persons or groups for meetings. No group or organization will be permitted use of the room if it appears that the contemplated use would be a clear and present danger to the library, its occupants, or the community. This policy shall apply to all users of the meeting rooms.

Terms of Use

1. The Library System and its affiliated organizations and programs have first priority for use of the meeting room. Governmental agencies have second priority and are exempt from fees for use. All other groups may reserve the meeting room space on a first come, first served basis.
2. Groups may use rooms only for the hours booked in advance. All set-up and clean-up must be accomplished within the reserved time. Groups must return any space to the condition in which they found it unless staff requests otherwise.
3. Groups are responsible for their own set up. Chairs, etc. must provide wheelchair access consistent with guidelines established by the American Disabilities Act. A minimum of 1-4 spaces must be saved for wheelchairs with a clear view of the speaker.
4. All meetings must be open to the general public. Meeting room activity calendars are posted on meeting room doors.
5. No admission fee may be charged; no collections may be taken on the premises, no funds or business solicited or direct sales made except by the Library or Friends of the Library or their agent.
6. The City of Santa Cruz bans the use of polystyrene foam plastic products in the city facilities, including all countywide library branches. The library strongly encourages composting.
7. Signs, posters, displays, and decorations may be put up with prior

Permission from the branch manager.

8. Loud talk or any use of the room that disturbs library staff or library patrons is prohibited.
9. Libraries are fragrance-free facilities. No incense may be used and fire regulations prohibit the use of candles however exceptions for special events may be approved by the library director. Smoking is not permitted.
10. Failure to cooperate with any of the rules will result in denial of future use privileges

Reserving a Meeting Room

1. The charge for use is \$25.00 per hour or any part thereof. All charges are payable within five working days of the date reservation is made. Reservations are not confirmed until full payment is received. A receipt for payment is your confirmation of booking.
2. No group may reserve a room more than twelve times in a single calendar year.
3. The Library reserves the right to cancel a reservation due to circumstances beyond its control – for example construction projects or community emergencies. The Library will notify the group of the reservation cancellation as soon as possible.
4. Use fees are refundable with 30 days' notice only and are payable by check from the City of Santa Cruz Finance Department. Refunds must be requested; they are not issued automatically unless the Library has cancelled the meeting.
5. Additional fees for use of kitchenettes and equipment may apply.
6. Each branch will develop procedures for room rental including the issuing and return of keys. Procedures will be approved by the Library Director or her designee
7. Keys will not be duplicated
8. The cost of replacing lost keys and/or changing locks if deemed necessary will be borne by the individual or organization renting the room
9. A copy of applicable policies and procedures will be provided.

Care and use of the Meeting Room

1. If refreshments are to be served, the Library should be informed at the time the reservation is made. Alcoholic beverages may be served only with special permission; this is secured using procedures outlined in the Alcohol Beverages policy.
2. Users are responsible for cleaning up and for any damage to Library property or the facility. Repair or cleaning costs may be assessed if damage occurs.
3. No food or other items may be left or stored in the meeting room or Kitchen.
4. Trash and recyclables that do not fit into the provided receptacles must be removed by the user. The Library may assess charges for damage or cleaning.
5. The Library assumes no responsibility for personal belongings.
6. Kitchenettes are available for use at the Downtown and Scotts Valley branches. Use of these facilities requires an additional fee of \$15.00.
7. The projector at the Downtown branch is available for use with a personal laptop for \$15.00. The Scotts Valley Media Wall is available for use with a personal laptop for \$15.00 if no staff assistance is needed. If staff assistance is needed to pre-program the wall the minimum charge is \$25.00 and \$25.00 per hour after the first hour.
8. All other equipment as listed is available at no charge. Renters must bring own supplies such as flip charts, markers, etc.

Adopted 2008
Revised July 2011 (effective Sept 1, 2011)
Revised December 2011

Appendix I: Branch Specifics

Groups must return any space to the condition to which they found it. Please refer to specific arrangement as posted in room. Availability of specific items is subject to change.

Aptos:

Seating for 69

(6) 6 foot folding tables

Sink with cold water only

Ceiling mounted screen

4 foot by 6 foot blackboard/bulletin board

3 foot by 4 foot blackboard/bulletin board

Boulder Creek:

Seating for 35

Small wet bar

Wall mounted projection screen

Portable projection screen

Television

VHS player

Central

Seating for 75

Kitchenette with stove and sink

Wall mounted projection screen

Podium

Overhead projection equipment

TV/VCR unit

Overhead projector for transparencies

Chalkboard

White board/flip chart

Scotts Valley

Seating for 72

Kitchenette with oven, refrigerator and sink

9 screen media wall (available for overhead projection)

Podium

6 5'x3' wired tables that can be joined together