

San Luis Obispo County Library

Library Meeting Room Use Policy & Application



Purpose

The purpose of the library meeting room is to support the services, activities, and functions of a San Luis Obispo County (SLO) Library. The SLO Library provides public access to meeting rooms to encourage library use and to facilitate the library's role as a center of community activity. To assure the best use of the meeting rooms, the following regulations and procedures are in effect.

Reservations

To reserve a Library meeting room on behalf of a community group or organization, an individual representative of the group must submit a San Luis Obispo County Library Meeting Room Application form and it must be approved by the appropriate Library branch manager prior to the use of a community room at least one week in advance of the event.

Application form

Application forms are included in this policy and are also available at library branches with a meeting room. Applicants must agree to all SLO Library meeting room policies, procedures, and applicable fees and or charges. Applicants accept responsibility for any room set up and clean up, including restoration of the room to the original configuration.

Branch Locations with an Available Meeting Room

- Atascadero Branch Library, 6555 Capistrano Avenue, Atascadero
Open hours Monday, Tuesday, Wednesday, Thursday 10 A.M.-7 P.M.; Friday & Saturday 10 A.M.-5 P.M.
Maximum occupancy of Martin Polin Community room is 186
Maximum occupancy of O'Grady Conference Room is 22
The library also features two study room that can be reserved, each with a maximum occupancy of 4
- Cayucos Branch Library, 310 B Street, Cayucos
Open hours Monday 11 A.M.-6 P.M.; Wednesday 11 A.M.-7 P.M. & Friday 12-5 P.M.
Maximum occupancy is 38
- Nipomo Branch Library, 918 West Tefft, Nipomo
Open hours Tuesday Wednesday, & Thursday 10 A.M.-6 P.M.; Friday & Saturday 10 A.M.-5 P.M.
Maximum occupancy seated is 39
Maximum occupancy standing is 84

Meeting rooms at the San Luis Obispo City-County Library are operated by the City of San Luis Obispo Parks & Recreation Department. For additional information on the use of those rooms, please call (805) 781-7222 or visit their website:

<http://38.106.4.251/government/department-directory/parks-and-recreation/facilities>

Fees

Effective, June 1, 2015 no meeting room fees will be charged.

Liability Insurance

For all *non-library sponsored events held after library open hours, applicant must provide proof of liability insurance at least one week in advance of the event. Liability insurance must be in the form of a Certificate of Insurance which includes Property Damage and General Liability in the amount of \$1,000,000 and a separate Endorsement naming the County of San Luis Obispo as an additional insured. General liability insurance and endorsement can be obtained from any insurance provider. **Library sponsored events do not require additional insurance*

Serving Alcoholic Beverages

As of 2/1/16 no alcoholic beverages may be served on library property.

Application Form

Thank you for supporting the San Luis Obispo County Library by using the available meeting room space to further our goal of community involvement. Please read, complete, and return this application form to the library branch where you want to reserve the meeting room.

General Rules

1. To ensure fire safety, at no time shall any exits be locked, covered or obstructed during the event.
2. Smoking is not allowed in the meeting rooms or within 20 feet of a main exit, entrance, or operable window of a Library building.
3. Noise and other activities should be held at a level which will not interfere with normal library operations or disrupt neighbors of the library branch.
4. Applicable parking rules must be observed at each facility during an event. Posting of signs, banners, flags or any other kind of displays on the building exterior or library premises is prohibited *except* during hours of meeting room reservation.
5. Children and youth must be supervised at all times by a responsible adult.
6. No collections may be taken, nor items or services sold at or during events occurring in the meeting room. Groups using a meeting room are not permitted to charge registration or admission fees or to require the purchase of an item as a condition of attendance. Membership dues and voluntary incidental donations (such as coffee money or photocopy costs) may be collected. Fund-raising events which will benefit the Library, such as an author signing, are exempt from this rule.
7. No alcoholic beverages are allowed on library property.
8. Library staff is not available to supervise, nor help with any non-library activities or meetings.
9. Set up and clean up is the sole responsibility of the group using the meeting room. Instructions for handling stacking chairs and tables must be followed.
10. All groups are responsible for providing and operating their own materials and equipment, including audio-visual equipment (where applicable) and materials to be used in clean up, e.g. vacuums. Equipment requiring more than 120 volts is prohibited.
11. If clean up is not acceptable, the Library may schedule the necessary cleaning and charge all costs to the responsible party who reserved the room.
12. Cooking and or food preparation is not allowed. Light refreshments or snacks may be served in rooms which have kitchen facilities (water and sinks) for clean up.
13. At no time may groups nail, staple, or glue materials or decorations to ceilings, walls, painted surfaces or floors.
14. The Library may, at its discretion, cancel community room privileges (upon reasonable notice) for failure to observe the rules.
15. Time reserved for room use includes set up and clean up. Access to the meeting room is limited only to those hours reserved.

_____ *Initial & date here after reading the above rules.*

_____ *Organization/date of event*

Reservation Procedures

Scheduling Reservations: Reservations for the meeting rooms should be made at least one week in advance of use. Reservations may be made no more than three months in advance. Meeting rooms are not always available for regularly scheduled meetings by groups. In the interest of equal access to all potential users, no more than a total of four (4) reservations per branch per month to any group will be permitted. Each reservation can made for a period not to exceed four (4) hours at a given time. There is a limit of twelve (12) reservations for any representative, group or organization in a 3 month period.

Cancellation Notification: Cancellations must be made at least one week before the scheduled reservation date to allow for re-booking. Failure to notify the library of cancellations may result in loss of future meeting room privileges.

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Use of Meeting Room when Library is Closed: In addition to the above, If a group wishes to use a SLO County Library meeting room during any hour(s) that the branch library is NOT open, the individual representative must:

1. Check out a key and instructions for securing the building. This check-out procedure can ONLY occur during regularly scheduled library hours prior to the scheduled room use. Only the person signing the application or the person listed as the alternate may check out the room key for before or after hours use.
2. Return SLO County Library meeting room key by placing it in special return envelope clearly identified for this purpose and dropping it in the book drop slot immediately after building is secured.
3. Accept responsibility for any charges incurred due to loss or late return of key or failure to properly secure the building.

_____ **Initial & date here after reading the above rules.**

_____ **Organization/date of event**

Branch library meeting room (**circle one**): Atascadero Cayucos Nipomo

Organization name: _____

Purpose of meeting: _____

Name (must be 18 or older): _____

Identification (i.e. driver's license): _____

Address: _____ City: _____ Zip: _____

Work Phone: _____ Home Phone: _____

Fax: _____ Email: _____

Alternate person - optional:

Alternate name (must be 18 or older): _____

Identification (i.e. driver's license): _____

Address: _____

City: _____ Zip: _____

Work Phone: _____ Home Phone: _____

Fax: _____ Email: _____

Day of the week (**circle one**): Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Date: _____ Time from: _____ to: _____ estimated # of attendees: _____

Date: _____ Time from: _____ to: _____ estimated # of attendees: _____

Date: _____ Time from: _____ to: _____ estimated # of attendees: _____

Date: _____ Time from: _____ to: _____ estimated # of attendees: _____

Date: _____ Time from: _____ to: _____ estimated # of attendees: _____

Date: _____ Time from: _____ to: _____ estimated # of attendees: _____

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Note: Permission to use a community room is not transferable from one individual or organization to another. The person signing this original application will be held responsible for proper use and clean-up of the room.

User agrees to defend, indemnify, and hold harmless San Luis Obispo County, its officer, agents and employees from and against any and all claims, demands, causes of action, or liabilities incurred by the County, its officers, agents, or employees, arising from User's acts or omissions under this Agreement or any act or omission of User's officers, agents, or employees, contractors, or persons attending the meeting with the express or implied permission or invitation of User, except as may arise from the negligence or willful misconduct of County, its officers, agents, contractors or employees. In any action or claim against County in which User is defending County, County shall have the right to approve legal counsel providing County's defense and such approval shall not be unreasonably withheld. User agrees to abide by the San Luis Obispo County Library Meeting Room Policy and rules for use and acknowledges having received a copy thereof. Further, User will be held financially responsible for any damage to the facility or equipment, which occurs through User's meeting at the facility.

Signature: _____ Date: _____

LIBRARY STAFF USE ONLY			
Total number of reservations: _____		Branch _____	
Enter dates here:			
1) _____	4) _____	7) _____	10) _____
2) _____	5) _____	8) _____	11) _____
3) _____	6) _____	9) _____	12) _____
Insurance required? Yes ___ No ___		Policy number: _____	
Total cost: _____		Payment method (circle one): *Check Cash	
Date: _____		*Check number: _____	
Staff person: _____			