

County of San Luis Obispo Public Libraries

Library Meeting Room Use Policy & Application



COUNTY OF SAN LUIS OBISPO
PUBLIC LIBRARIES

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.

Meeting Room Rules

1. To ensure fire safety, at no time shall any exits be locked, covered or obstructed during the event.
2. Patrons may not use tobacco products of any kind on library grounds. [Co. Code 7.040.030(1)h]
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 cleanup 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 cleanup 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 cleanup.
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.

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. 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
2. 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.
3. 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.
4. Accept responsibility for any charges incurred due to loss or late return of key or failure to properly secure the building.

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Reservation Procedures

Community Meeting Room Reservations: Reservations for the meeting rooms should be made online at least 48 hours 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 made for a period cannot 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.

Group Study Room Reservations: Group Study Rooms are smaller spaces designed to be used by up to six (6) people at a time. Reservations for the group study rooms should be made online at least 48 hours in advance of use to allow for staff review and approval. In the interest of equal access to all potential users, no more than a total of two (2) reservations per branch per week to any group/person will be permitted. Each reservation made cannot exceed two (2) hours at a given time. There is a limit of eight (8) reservations for any representative or group in a 1-month period. Walk-ins are welcome at Group Study Rooms if no reservation is in place at the given time.

To make a reservation for any room visit: <http://slolibrary.evanced.info/spaces>

Cancellation Notification: Cancellations must be made at least 24 hours before the scheduled reservation date. Failure to notify the library of cancellations may result in loss of future meeting room privileges.

Terms and Conditions:

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.