

# COUNTY LIBRARY

## POLICY AND PROCEDURE MANUAL

**O.14**

**SUBJECT: COMMUNITY ROOMS**

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### **BACKGROUND**

In keeping with its role as a community center and gathering place, the County Library makes its Community Rooms available to community organizations and individuals for meetings, workshops and events.

#### **O.14.1 PURPOSE**

To provide guidelines for appropriate use of Library Community Rooms owned by the San Diego County Library.

#### **O.14.2 POLICY**

The County Library upholds the following policy outlined by the American Library Association Library Bill of Rights concerning meeting rooms:

“Libraries which make...meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.”

#### **O.14.3 GUIDELINES**

##### **COMMUNITY ROOM RULES**

1. Community Rooms are available for use by organizations and individuals engaged in educational, cultural, intellectual, charitable or commercial activities, such as governmental agencies, civic groups, community service organizations, local clubs and businesses.
2. All programs and meetings are open to the general public and may not be restricted to members of the organization sponsoring the event, with the following exception:
  - a. Governmental agencies, upon application approval
3. All groups will be treated equally when making bookings, with the following exceptions which take priority:
  - a. Library sponsored events;
  - b. Literacy tutoring sessions.
4. As part of an agreement between the Department of Housing and Urban Development, San Diego County Housing and Community Development, San Diego County Library, the Ramona Branch Community Room will give special priority to groups and organizations serving low to moderate income, disabled, senior, and other underserved citizens.

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5. Generally, rooms are available only during the hours the library is open to the public. The Community Room must be vacated 30 minutes prior to Library closing time. However, community rooms at branches may be available at other times providing that the community room can be locked off from the rest of the library. Keys to these rooms, and instructions, will be provided in accordance with the San Diego County Library's Key, Lock, and Security Policy (Policy O.36).
6. A San Diego County Library COMMUNITY ROOM APPLICATION form must be submitted and approved prior to the use of the room. Reservations may be made no more than 3 months or less than 2 working days in advance. Authorization to use a Community Room is not transferable to another organization.
7. Groups may use the Community Room once a week.
8. Groups may reserve the Community Room for ongoing meetings three months at a time. Subsequent meetings can be reserved on the date of the last scheduled meeting. Groups can only maintain 12 active reservations at one time.
9. Cancellations must be made at least 24 hours in advance. In the event that cancellation by the Library is necessary, every reasonable effort will be made to notify the applicant at least 24 hours in advance. **Community Room fees are non-refundable.**
10. Groups may not charge fees for admission or for services provided. Any funds collected within the room at a meeting must not benefit a particular person, but be used for charitable purposes or for the maintenance of a non-profit group. However, the sale of books, CDs and DVDs by authors or performers as part of a library program is permitted.
11. The Library does not advocate or endorse the viewpoints of meetings or Community Room users.
12. The organization is responsible for all publicity relating to their meeting or event and must clearly identify the sponsoring organization. The location of the Library can be publicized, but the Library telephone number may not be placed on the publicity, as the Library is **not** to be included in the publicity as a source of information concerning the event. The organization will provide the branch staff with copies of all publicity/flyers announcing the event.

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13. Due to lack of security and space constraints, the Library is unable to provide storage for users of the Community Room. No deliveries are to be made unless an agent of the sponsoring organization is present to accept them.
14. The number of attendees shall not exceed the capacity specified, as posted by the Fire Marshall.
15. Smoking and alcoholic beverages are not permitted. Light refreshments may be served, but must be confined to the Community Room. Red punch or other high staining beverages and foods should be avoided.
16. Noise level should not interfere with ongoing library activities or violate local ordinances and is subject to regulation by Library Staff.
17. The organization will be responsible for setting up the room, and leaving the room in good condition as directed by Library Staff. This is to be done within the hours booked by the organization.
18. Organizations using the Community Room agree to assume full liability for any losses or damage which may occur to the building or its contents beyond reasonable wear, and agree to pay the costs of such losses or damages immediately upon notification. Should the Community Room or kitchen be found in poor condition after the event, the organization responsible may be denied future use, and may be billed for damages.
19. The applicant is responsible for managing orderly behavior of all attendees. The Library may require the applicant to provide adequate security services. Insurance may be required. Adult supervision is required for any group of minors under 18 years of age. Misconduct by participants or misrepresentation on the application may result in rejection of an organization's application.
20. Fees for use of the Community Room are divided into non-profit groups, and profit groups and individuals. Please refer to the following fee schedule. Such fees are due and payable at time of booking.
21. The Library Director has final authority over all matters pertaining to the use of the Community Room. The Library Director or his/her designated agent may waive any portion of this policy for a specific need.

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NON-PROFIT	An organization whose purpose is to benefit, philanthropically, the community it serves, earning no money beyond its operating expenses.
PROFIT	An organization whose purpose is to earn money for owner, proprietor or shareholder.

**COMMUNITY ROOM FEE SCHEDULE**

1. A \$50.00 "NON-REFUNDABLE FEE" will be charged for each session the room is booked by "for profit" organizations. One session is equal to 0-2 hours and includes any set-up and clean-up time.
2. There is no fee for a non-profit organization. Organizations requesting a non-profit fee waiver must provide current documentation stating government agency status or non-profit status such as 501 (c) (3) determination or affirmation letter.
3. Local Clubs/Individuals without non-profit status and who are not "for profit" may schedule bookings for meetings based on availability and the discretion of the branch staff.
4. The fee must be paid before access to room is allowed.
5. If keys are not returned within two branch working days of the event, there will be a \$25.00 charge (Refer to Policy O.36, Key, Lock and Security Policy, Sec. 12.6.0 and 2.2.4).
6. A \$25.00 charge will be made for all dishonored checks (County Code 76.1).