

MEETING ROOM GUIDELINES AND AGREEMENT

Open to the Public

In keeping with its mission to provide open access to diverse resources and ideas that inspire learning, promote reading, and enhance community life, the Sacramento Public Library Authority permits members of the public to use library facilities, in accordance with federal and state laws and this policy, when those facilities are not in use for library purposes, library-sponsored activities and Friends of the Sacramento Public Library activities. All meetings of outside organizations in Library Meeting Rooms shall be open to the public.

Non-Commercial Use Only

Public use of library facilities is limited to non-commercial purposes. Excluded are activities and communications engaged in or carried on to aid or facilitate the present or future generation of business revenues, including the selling, offering for sale, and solicitation for future delivery or performance of any product, campaign or service. Also included are informational or educational events related to the business activities of the user and non-profit. **Exception:** Presenters may sell their works to attendees during SPL sponsored events with prior approval and Friends may fundraise.

Reservations

- Library, Library related and Library sponsored or co-sponsored programs have priority use of Library facilities. Reservations are subject to cancellation if the space is needed for a library use or activity.
- A Sacramento Public Library card with a current address within our defined service area is required to reserve a meeting room. Organizations may use a Business Card.
- With the exception of Library programs, meeting rooms are available on a first come, first served basis prioritized by the date of application.
- No individual or group may use meeting rooms/areas more than six (6) times in a six-month period within the entire Sacramento Public Library system.
- Reservations can be made for up to three hours.
 - A reservation shall be made at least seven (7) business days in advance of the scheduled activity. The person responsible for the reservation must be at least 18 years old.
 - The facility must be notified at least three (3) working days in advance of a cancellation of a scheduled meeting room use.
 - A group must be ten or more people to request and reserve a meeting room.
 - Reservations for meeting space may be made up to six (6) months in advance. In the case of a series of uses, the first use shall occur within six (6) months of the reservation date and the last use shall occur within one year of the reservation date.
 - Written approval or confirmation will be delivered for all reservation requests. Reservations are not considered confirmed unless this written confirmation is received.
 - Availability of meeting rooms is site specific but will be no earlier than 10:00 a.m. or later than 10:00 p.m. Loitering in parking lots is not permitted.
- Reservations longer than three hours in length must be requested in writing and approved by the Branch Supervisor ahead of the scheduled reservation.
- The Library may require proof of insurance or proof of 501(c)(3) certification prior to approving a reservation request.
- Any reservation request may be rejected, or any previously granted permission may be withdrawn, at the discretion of the Library Director.

Facility Access

- Room reservations starting outside of normal branch library hours will need to pick up a card key at the branch the reservation is at during business hours *before* the reservation time.
- If a card key has been issued, the card key must be returned in the exterior book drop immediately after the scheduled meeting room use in the envelope provided by the library. (During library open hours, users will notify staff that the group is leaving.)
- Security for meetings held outside normal library hours is the responsibility of the group using the facility and may be required if deemed necessary by library staff.
- It is the responsibility of all users to vacate the facility of all attendees if the meeting is held after hours, including checking bathrooms and other spaces to ensure the facility is properly vacated. **Users will have to set the facility alarm prior to leaving the facility and are responsible for ensuring all doors are secured before leaving the property.**

Logistics & Equipment

- Library staff will only allow the reservation holder to access the room.
- Room set up and take down is the responsibility of the group using the facility.
- Users are required to leave the room in the same condition in which it was accepted, and to return chairs and tables to their original arrangement (see diagram on facility wall).
- There will be an actual cost charged for any cleaning required beyond normal daily cleaning.
- Users are required to ensure that the lights, appliances and other equipment have been turned off.
- The Library has limited technology available. The Library does not lend out cords or adapters.

Fees

- There are no rental fees.
- A minimum \$50 fee will be charged if the user responsible for the reservation did not properly secure the meeting room.
- Missing key cards will result in a \$50 fee.
- The meeting room and surrounding area must be left in the same condition it was prior to the meeting. If special cleaning or re-arranging of the meeting room is needed for any reason, the user responsible for the reservation may be charged a minimum cleaning charge of \$50. Damaged items will be assessed at cost of replacement.
- Any fees assessed to the reservation will be applied to that Sacramento Public Library card account.

Facility Rules

- The registration of participants for a meeting held in Library facilities is the responsibility of the sponsoring organization, not the Library.
- The Library prohibits admission charges.
 - Nonprofit groups may charge membership dues and fees for learning materials or course credits, but not a fee to attend.
- Literature may be distributed during the meeting, but commercial advertising, including but not limited to, coupons and testimonials, will not be permitted
- Food is permitted during a meeting but no cooking facilities are available. The sponsoring organization is responsible for cleanup and must bring its own supplies (coffee cups, napkins, etc).
- The consumption of alcoholic beverages in the Library or on Library property is prohibited without advance written approval of the Library Director.

- Taping, stapling or tacking of materials to the walls or other furnishings is prohibited.
- Use of any kind of equipment, including electronic equipment, not supplied by the Library is prohibited, without the prior written approval of the Library Director or the Assistant Director.
- An adult must be present at any meetings of youth under 18 years old.
- All groups using a room must be under adequate adult supervision with one or more adults in attendance at all times. The supervising adult(s) must accept responsibility and will be held accountable for the repair or replacement of any damaged facilities or equipment, in the event the sponsoring organization fails to cover these expenses.
- The Library, including all meeting rooms, is a smoke free environment.
- Guns, weapons, or guard dogs are not allowed in the Library or on Library property. Governmental law enforcement officers are exempt; private security guards are not exempt.
- The supervising organization and responsible adult(s) shall ensure strict compliance with capacity limits and/or Fire Department occupancy regulations.
- No tipping or other payment or compensation to Library personnel is permitted.
- Reasonable care should be exercised in the use of library property.
- All users will hold harmless the library from and against any loss, damage, liability, claim or demand caused in whole or in part by the negligent acts or omissions of the user.
- To use the Library's property only for lawful purposes and in compliance with all applicable laws, regulations, or ordinances.
- The Library shall not be responsible for any personal injuries or property loss during use.
- No excessive noise – noise level shall not disturb regular library activities of reading, studying and quiet contemplation nor shall it disturb residential neighbors.
- No use of open flame, candles, or other devices that may cause fire or smoke.
- Groups must keep all emergency exits clear during the use of the facility.
- All customers must read, understand and sign an agreement before use a meeting room. A full copy of the Meeting Room Policy will be provided upon request.

MEETING ROOM AGREEMENT

I agree:

- To abide by Sacramento Public Library’s Meeting Room guidelines as stated above.
- To pay full repair and/or replacement costs should the room or components of the room be stolen, lost, or damaged.

In consideration of being permitted to reserve a meeting room, I hereby voluntarily waive, release, and discharge and covenant not to sue the Sacramento Public Library Authority (“Library”), its respective successors, assigns,

officers, agents, employees, and volunteer (hereafter referred to as “Releasees”) from any and all claims, actions or demands of any kind, nature and description, including claims or actions for damages for death, personal injury, or property damage and from any and all liabilities, damage, injuries, action or causes of action either at law or in equity, whether caused by any defect in the Thing, negligent act or omission of the Releasees, or otherwise arising out of or in any way related to or connected with my borrowing the Thing.

I have read the entire document and my signature below indicates my agreement with the above statements.

Print Name

Signature

Date