LIVERMORE PUBLIC LIBRARY

USE OF MEETING ROOMS/BUILDING/GROUNDS

I. <u>STATEMENT OF POLICY</u>

- A. Livermore Public Library facilities/grounds are available for use by groups and organizations for public meetings and gatherings. Library and City of Livermore meetings, events and activities have first priority for use.
- B. There must be total public access to all activities. No commercial or sales activities will be allowed. All activities scheduled to be held at the public library must be open to all who are interested. Library staff may monitor any meeting at any time. Executive sessions of government agencies are exempt from this requirement.
- C. Fees and charges must be limited to demonstrably defraying the cost of the activity or must be designated as income for the public library through gift donation. No individual's access to any meeting shall be limited by an inability to pay an entry charge.
- D. Priority for space will be given to programs which support the library's stated public program of service.
- E. The question of suitability of activities will be judged by the Director of the Library Services on these criteria:
 - 1. The activity must be in the broadest public interest of the residents of Livermore.
 - 2. There must be no legal, health, or safety limitations on the use of a library for such an activity.
 - 3. The activity must not interfere with normal library operations.
- F. In the event a group is denied access to library premises for any reason, final judgment on the use of library premises for public activities will be made by the City Manager of the City of Livermore.
- G. Requests for use of the public library premises for public activities must conform to basic scheduling considerations. Use must fall within the times the building is open to the public unless special arrangements have been specifically approved.
- H. The request for use of the public library premises should be made on a "Library Premises Use Permit" form. Requests for use should be made and fully paid for at least ten working days (Monday through Friday) before an activity is scheduled. A meeting room reservation is not confirmed until the requestor receives a copy of the "Library Premises Use Permit" form signed by the Library Director or designated representative.
- I. Organizations whose constitution or bylaws call for active support of stated library programs may use library premises more than once a month to conduct ongoing business. Organizations which are not related to library programs and services may not use library premises more than once each month. Organizations holding regular activities may have no more than six dates reserved at a time, none of which can be more than six months in advance of the current month.
- J. Organizations may reserve meeting rooms up to six months in advance. Reservations will be confirmed in order of requesting group priority as defined by the Meeting Room Group priority. Previous reservations do not assure subsequent reservations.
- K. Organizations using the meeting rooms are responsible for any damage to the facilities or equipment.

All costs connected to special equipment or overtime hours for library staff in connection with an activity will be assumed by the group using the library meeting rooms/building/grounds. Further, all special costs connected to insurance or claims for payment or remuneration from any source shall be the responsibility of the requesting party.

Library staff who assist at meetings shall be paid \$25 for one hour or for any portion of one hour spent assisting at an activity. Staff specifically assigned by administrative order to provide assistance need not be remunerated by the requesting organization.

II. RATIONALE

The basis for establishing a policy for public use of the library premises is to determine guidelines for how these may be used for non-library functions.

The library, as part of the community will, whenever possible, make space available to community groups. As a City institution, the library has an obligation to assist the community in the vital function of open public meetings. As a department of the City, the library also has a responsibility to insure that <u>library</u> functions are carried out in an effective way. The balance between these two concerns is vital. This policy has been set up for the purpose of guiding the public and staff in the use of the premises for public activities and is meant to be broad enough to allow wide public access to library premises and specific enough to allow the library to insure that the integrity of basic library functions is maintained.

III PROCEDURE

Upon request for use of library meeting rooms/building/grounds the following procedures apply. To assure consistency and avoid confusion in the application of these procedures, each Library facility will designate a single individual as responsible for implementing these procedures.

- 1. Inform the requesting individual of all policies and procedures relating to use of the meeting rooms/building/grounds;
- 2. Convey to the requesting individual a "Library Premises Use Permit" form; (see Appendix)
- 3. Supply the requesting individual with all the appropriate information on the form and the cost and procedure for submitting the form;
- 4. Direct the form to the Library Director or designee as necessary for final determination;
- 5. Process the request as soon as possible:
- 6. Notify the requesting individual of a decision on the activity suitability and details;
- 7. Place the activity time on the Office Tracker calendar and notify appropriate staff of the activity schedule;
- 8. Communicate any problems or changes to the requesting individual and to the Director of Library Services or designee as necessary.

IV NOTICE TO PATRONS

Use of library premises during open hours is free to all, predicated on rules of conduct and use approved by the Library Board

Approved: Livermore Public Library Board of Trustees, 4/23/80

Revised and Approved: 2/20/92, 10/26/95, and 02/27/03 Effective: January 2004

Revised and Approved: 8/26/10 Effective September 2010 LPL-4/2/91C:\OFFICE\WPWIN\WPDOCS\POLICY\BLDGGRND

Livermore Public Library 1188 So. Livermore Avenue Livermore, CA 94550 925-373-5500, X5599

LIBRARY PREMISES USE PERMIT

FOR CIVIC CENTER LIBRARY

	nunity Room A (40-50 People) Room (16+ People)	☐Community Room B (40-50 People) ☐Public Space	
1.	For a charge and under such conditions by the Livermore Public Library Board of Rooms/Building/Grounds are available for public meetings and gatherings.	f Trustees, the Library Meeting	
2.	Activities shall be non-commercial and or	•	

- access to any meeting shall be limited by an inability to pay an entry charge.
- 3. Use of the premises is limited to the regular hours the library is open unless special arrangements are specifically approved
- 4. Alcoholic beverages are prohibited on the premises unless approved in advance by the Library Director or designee.
- 5. An adult sponsor must be present if any members of a group are under 18 years of age.
- Only one activity per month per non-library related group will normally be 6. scheduled.
- 7. Reservations will be made only by officially delegated members of a group.
- Applications for use should be made in duplicate on this form at least ten 8. working days (Monday through Friday) before the date of an activity.
- 9. Use will be granted in order of receipt of the application. The library must be notified of any cancellation of a scheduled activity as soon as possible. Refunds will be given only for reservations cancelled seven or more working days in advance. A permit for use is not transferable.
- 10. Organizations holding regular activities may have no more than six dates reserved at a time, none of which, can be more than six months in advance for the current month or more than once per month unless approved by the Director of Library Services..

- 11. It is expected that the premises will be left in a clean and orderly condition and that users will behave in a reasonably quiet and orderly manner. Permission for use may be canceled if rules are not observed. Damage to the facility or equipment is the responsibility of the user.
- 12. User hereby agrees to, and shall hold the City of Livermore; it's elective and appointive boards, officers, agents, and employees, harmless from any liability for damage or claims for damages for personal injury, including death, as well as from claims for property damage which may arise from the user's occupancy of the premises.
- 13. Payment should be included with this application. Acceptable forms of payment are:

Cash (in person only)

Check (made out to Livermore Public Library)

Credit Card or the appropriate amount listed in the fee structure schedule.

RENTAL FEES			
Group	Hourly	Daily less than 100	Daily more than 100
Livermore Public Library, City of Livermore, LARPD, Livermore School District, Las Positas College	FREE		
Livermore non-profit organizations under IRS code 501(c) (3) with at least 50% Livermore residents.	\$20/hour	\$100	\$150
Non-resident-non-profit groups serving Livermore residents.	\$25/hour	\$125	\$175
Commercial Groups	\$30	\$150	\$200
OTHER FEES			
Damage Deposit for groups over 100			\$250
Library Attendant on Duty	\$25		
EQUIPMENT USAGE			
Digital Projector		\$25	\$25
Conference Phone		\$25	\$25
Flip chart/dry erase board with paper and pens		\$15	\$15
Microphones		\$10	\$10

14. Applicant must define which facility or part thereof and which equipment is required at the time of the application. If necessary, a representative must be trained and authorized in equipment use by the Library's designated representative.

Name of Organization	
Name of Applicant	
Applicant's Street Address	
City/State/Zip	
Applicant's Phone Number	
Estimated AttendanceNature of Prog	ram
Date(s) of Activity	
Time of ReservationTime of (Including Set-Up Time)	Activity
I, an officially delegated representative of the above-method agree to the conditions above concerning the uthis permit is to be granted.	
	_ Date
(Signature of Applicant)	
	_ Date
(Signature of Granting Authority)	

Revised: May 23, 1996

August 13, 2002 February 27, 2003 Effective January 2004

Effective January 2004 August 2010 Effective September 2010

MEETING ROOM GROUP PRIORITY AND FEE STRUCTURE

Priority Level	Group definition	Hourly Fees	Daily Fees By # of Users	
			<150	>150
А	Programs administered for or by the Library (includes Friends of the Livermore Public Library) UNLIMITED USE	None	None	None
В	Any City of Livermore government agency, LARPD, Livermore School District, Las Positas College UNLIMITED USE	None	None	None
С	Livermore non-profit organizations with at least 50% Livermore residents. Group must have open membership and meetings must be open to the public without charge. LIMIT one use per month, reserve six months ahead	\$20/hour	\$100	\$150
D	Non-resident non-profit groups serving Livermore residents. Groups must have open membership and meeting must be open to the public without charge LIMIT one use per month, reserve six months ahead	\$25/hour	\$125	\$175
E	Commercial Groups	\$30/hour	\$150	\$200

The following fees apply to all priority levels:

Library Attendant on duty fee: \$25 per hour Damage deposit of \$250 for groups over 100.

Facility Assignment Criteria

- 1. Livermore Public Library meetings, events and activities have first priority for use. Other users may be asked to re-schedule or re-locate to accommodate library programs at any time.
- 2. Planned activity must be compatible with the facility and also compatible with activities planned in adjacent rooms or facilities. This includes parking availability.
- 3. Estimated attendance should correspond to the facility.
- 4. The Livermore Public Library determines days and times of day when meetings may be held.
- 5. Operating conditions may necessitate a change in room location or meeting.
- 6. Applications for permits to use facilities should be submitted to the Livermore Public Library at least ten (10) working days (Monday Friday) prior to the date requested. While availability may be confirmed by telephone, use of facilities can only be confirmed by receipt of fees and/or with written permission from the Library Director or designee.

General Etiquette for Meeting Room Use

- 1. Anticipate needs. The meeting facilitator is responsible for meeting/anticipating the needs of the attendees. This includes providing supplies (such as pencils, note paper, etc.), directing attendees to restrooms and drinking water, and providing them with needed copies of documents prior to the meeting. Although the Library is available to lend a helping hand, please try to minimize disruption to staff or library patrons outside the meeting rooms.
- 2. Be cognizant of your surroundings. Please be sensitive to library patrons near Meeting Rooms. Noise from meeting rooms travels through the walls and vents of the building. Also, discourage attendees from congregating outside the meeting rooms. Leave the room the way you found it. Please allow 15-30 minutes set-up and clean-up time when making your reservations.
 - If you are providing snacks and beverages for your meeting, please make arrangements to have someone set up and clean up immediately following the meeting.
 - Remove or empty any "overflowing" trash.
 - Wipe down tables if needed.
- 3. Be mindful of the time. If you anticipate exceeding your scheduled time, have someone extend the reservation. If, however, the next group is ready to meet, please wrap up your meeting quickly and/or reschedule it in another room. If your meeting will extend beyond the closing time of the Library, make arrangements ahead of time. If you do not do so, Library staff will require your group to leave at closing.
- 4. Look before you leap. Do not assume a room is not in use if it is empty. Always reserve meeting rooms. If a room is empty and there is a reservation listed for the time, please check first.