

# **Livermore Public Library Meeting Room Policy**

## **I. Purpose**

The purpose of this policy is to guide the public and staff in the use of the Livermore Public Library meeting rooms by community groups. As a department of the City of Livermore (City), the Livermore Public Library (Library) has an obligation to assist the community by providing a meeting space for open public meetings, and a responsibility to provide library programs and services. The Library is committed to providing equitable access to the meeting rooms for community groups when these rooms are not in use for library programs and services. Due to high demand and internal use, the Library must establish criteria for the use of its meeting space and regulate how frequently a particular group may use the rooms.

This policy applies to the use of Library facilities by groups and organizations other than the City, the Library, or its official support organization(s) and is restricted to Community Rooms A and B and the Library Board Room at the Civic Center Library. This policy does not pertain to the small study rooms at the Civic Center Library.

## **II. Policy**

1. Groups and organizations may use the Library meeting rooms, within the constraints of the Livermore Public Library Meeting Room Policy, when they are not needed for activities sponsored by the Library or the City. The Library reserves the right to cancel reservations for Library meeting rooms.
2. All activities scheduled to be held at the Library meeting rooms must be open to the public. Executive sessions of government agencies, such as closed sessions authorized by the Ralph M. Brown Act or other applicable state and federal laws, are exempt from this requirement. The Library reserves the right of Library staff to monitor any activities held in its facilities, including staff attendance at any meetings held in Library facilities.
3. The Library does not advocate or endorse the viewpoints expressed at meetings held in the Library or of individual meeting room users. All publicity that includes the name and/or address of the Library must clearly indicate that the meeting is not sponsored or endorsed by the Livermore Public Library.
4. Groups may not sell any products or services while using a Library meeting room, including taking names for marketing purposes as a requirement for attendance. This restriction applies to both for-profit and non-profit groups, with the following exceptions:
  - a. Groups may conduct customary activities such as collecting dues from members or refreshment money. However, no individual's access to any activity shall be limited by an inability to pay an entry charge or suggested donation.
  - b. Livermore Public Library support groups (e.g. Friends of the Library) may use Library facilities for fundraising purposes in support of the Library.

5. Meeting room activities must not interfere with normal Library operations.
6. Staff does not clean or rearrange the rooms between every use, and therefore, cannot guarantee room condition prior to a particular meeting. Groups are expected to leave the premises in a clean and orderly condition; however, groups are not required to put away tables and chairs.
7. Private events or social uses such as parties, memorial services, or fundraisers are not permitted.
8. Requests for use of the Library meeting rooms must conform to basic scheduling considerations. Use must fall within the times the building is open to the public. Meeting rooms must be restored to order and vacated at least fifteen minutes prior to Library closing.
9. Groups may schedule the meeting rooms as follows:
  - a. No more than one meeting per month; however, Livermore Public Library support groups (e.g. Friends of the Library) may use library premises more than once a month to conduct ongoing business.
  - b. Reservations taken up to six months prior to meeting date.
  - c. Reservation should include time for set-up and clean up (rooms will not be opened before the scheduled time).
  - d. Previous reservations do not assure subsequent reservations.
10. Groups may request use of the meeting rooms by contacting Library Administration and following the procedures as outlined on the “Library Meeting Room Use Permit.”
11. In the event an organization is denied access to Library meeting rooms for any reason, final judgment on the use of Library meeting rooms for public activities will be made by the City Manager of the City of Livermore.
12. Fees for use of the meeting rooms and equipment are set according to a fee schedule approved by the City Council. The City also may collect reasonable reimbursement for any additional cost or damage incurred to the facilities or equipment.
13. Maximum room occupancy must not exceed the posted limit.
14. The following are prohibited while using a Library meeting room:
  - a. Placing tables, chairs, decorations, etc. in the Gallery or hallways.
  - b. Using candles, incense, or any other smoke or flame-producing devices.
  - c. Adhering objects to meeting room walls, unless using approved Post-It paper or painter’s tape.
  - d. Posting unauthorized signs to direct attendees (signs must be coordinated with Library Administration prior to the meeting).
15. Alcoholic beverages are prohibited on the premises.

16. The Library is not responsible for the loss or damage to individual or group property before, during, or after an event. The Library cannot store or oversee equipment and supplies for any group using the meeting rooms.
17. Failure to adhere to these policies may result in loss of future privileges for the use of Library meeting rooms.
18. The City of Livermore, its respective elected and appointed officials, officers, directors, employees, agents and designated volunteers shall be held harmless from and against any and all loss, liability damage, or claims for damages, including reasonable attorney's fees and/or court costs arising out of or related to use of the Library meeting rooms by groups or organizations.

Approved by the Library Board of Trustees 1/26/17