

Monterey Park Bruggemeyer Library Policy

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2013; June 17, 2014; August 15, 2017;
February 19, 2020

Subject:

Meeting Rooms Policy

Library Board of Trustees' Approval:

City Manager Review:

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Purpose:

The Library Board of Trustees establishes this policy to provide fair and equitable access and to regulate the use of the meeting rooms in the library.

Provisions:

The Library Board of Trustees supports the American Library Association's Library Bill of Rights provision on the availability of 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."

It is of the utmost importance that the groups and individuals who use the meeting rooms understand and acknowledge that they are the guests of the library, they are able to use the facilities at the discretion of the management of the library and their use of the facilities reflects that understanding.

Library activities and programs have first preference on the use of the library's meeting rooms. The library's meeting rooms are available for public use of a civic, cultural or educational character. The facilities are not available for commercial purposes except by the Library Foundation and the Friends of the Library. Authors appearing in a library sponsored program by invitation to present their works may sell their books, DVDs or material to the audience at the time of their presentations. Meeting rooms are available only during library hours.

Rooms Available:

The Friends Room is 1,600 square feet and seats a maximum of 100 people and is on the second floor with inside stair and elevator access. There are approximately 100 chairs and 16 tables available. A write on/wipe off white board is available along with a large projection screen. The adjacent kitchenette is not available for use by the public. Refreshments and/or catered meals may be served. Restrooms are adjacent to the Friends Room. Booking of this room is via the Reference Desk (626) 307-1368.

Permission to Use:

Application forms are available from the Reference Desk or from the library's website at www.montereypark.ca.gov/Library. Permission is subject to approval of the City Librarian or designated representative, who reserves the right to cancel any scheduled meetings.

Availability may be checked by calling the Reference Desk at (626) 307-1368 to reserve the Friends Room but reservations are **not** confirmed until the application has been received and approved **in writing**. The meeting room application must be signed at least one week prior to the meeting or the reservation will be subject to cancellation.

The library reserves the right to preempt any use for a library or City-sponsored event; in such rare instances, the library will put forth every reasonable effort to give ample advance notice of such preemption and to assist the group or individual in reserving another date or meeting room.

Liability insurance is required. A certificate naming the City of Monterey Park as additionally insured and an endorsement letter is required. The minimum coverage is \$2,000,000 combined single limit (\$1,000,000 combined single limit for events considered low hazard).

An organization or individual is required to provide a security hold of \$300 once an application to reserve a meeting room is approved. This security hold can be either check or cash. The library will keep the security hold until the event is completed. If the organization or individual has abided by all rules and regulations governing meeting room usage, and, following inspection by the senior library staff member in charge or designated library staff member, the premises have been left in the same condition as they were originally found, the security hold will be returned to the organization or individual.

If additional maintenance or damage repair is required, the organization or individual will forfeit the \$300 security hold and may be required to pay additional costs to clean or repair the room if such costs are greater than \$300.

Frequency of Use:

Meetings may be scheduled no more than three months in advance. The use of the meeting rooms will be limited to once a month per organization or individual. An organization or individual must hold the meeting before they can book another meeting.

Rules and Regulations:

Each organization or individual wishing to use a library meeting room must agree to abide by the following rules and regulations:

1. The meeting rooms may not be used for purposes prohibited by the City or County ordinances, or by State or Federal law. The fact that a group or individual is permitted to meet in the library does not in any way constitute an endorsement of the group's or individual's policies or beliefs.

2. All meetings are to be open to the public and participants cannot be charged a fee to attend.
3. In accordance with general library rules, all disruptive noise is prohibited. Persons using the facilities must follow all regulations of the Library's Conduct Policy which is available for review on the Library's website.
4. Persons using the facilities must conform to all fire and safety regulations, including maintaining open aisle space and abiding by occupancy limits.
5. Users must vacate the meeting rooms by 30 minutes to library closing.
6. Authorization for library facilities and meeting room use does not include the use of staff time other than to provide access to the facility or meeting. The library assumes no responsibility, provides no supervision for persons using the meeting rooms, accepts no deliveries and takes no messages.
7. Organizations or individuals need to bring any needed equipment. The only chairs and tables available are those in the room. The library supplies no storage space.
8. Library insurance does not cover exhibits or materials brought into the library. Neither the library nor the City assumes responsibility for materials, equipment or other articles left by any organization, group or individual in the library and will not be liable for loss, theft or damage thereto.
9. Each organization or individual is responsible for its own publicity. Signs and directions cannot be posted anywhere in the library advertising the program except signs approved to be placed on the community bulletin board. The library does not make announcements over the public address system for non-library-sponsored programs.
10. Those desiring to serve refreshments in the Friends Room may do so if the premises are left in the same condition as they were found. Food service will be restricted to the confines of the room. No alcoholic beverages may be served. If additional maintenance or damage repair is required, the organization will forfeit the \$300 security hold and may be required to pay additional costs to clean or repair the room if such costs are greater than \$300.
11. In the case of any problems regarding the room and its use, the Librarian in charge has the right to make a decision regarding appropriate use of the room including terminating usage.
12. The Reference Desk must be notified of all cancellations of the Friends Room. The Reference Desk must be notified of a change in program chairperson or person responsible for the meeting room and any change in purpose of the meeting. Permission to use the meeting rooms is not transferable. Failure to notify the appropriate office of the cancellation or change in the program will affect the organization's or individual's ability to use library meeting rooms on future dates.
13. In the event that an organization or individual fails to comply with any of these terms, use of library meeting rooms will be denied for one year.

14. The Library Board of Trustees is the final authority for the implementation of the provisions of this policy and the related administrative procedures. Any requests for exceptions or waivers to these policies and procedures must be written and submitted at least one month in advance to the Library Board of Trustees for its consideration at its regular meeting.

Other Rooms:

There are four Group Study Rooms on the main floor of the library with one table and six chairs which are available for booking if they are not being used for library programs. These rooms are available under the following guidelines:

- On a first-come, first-served basis at the Reference Desk for that day only.
- No phone reservations.
- Anyone thirteen years of age or older can book the room for group study.
- If there are children younger than twelve years of age in the room, there must be an adult (older than age 18) with the group at all times.
- All persons entering a Study Room will be required to have a library card in good standing.
- A group is defined as two or more people, but not to exceed six people, unless otherwise permitted by the librarian on duty
- The group has to stay in the room. If the group vacates the room, the room will be considered available for others to use.
- A room can be booked for one hour per day per group unless otherwise permitted by the librarian on duty or no one is waiting to use the Group Study Rooms.
- If additional maintenance or damage repair is required, the organization or individual will be billed at a minimum of \$100 or the cost to clean or repair the room whichever is greater.
- The Group Study Rooms must be vacated by 15 minutes of closing.

There are four Tutoring Rooms and two Classrooms on the second floor of the library which can be reached via an elevator or the main stairs. These rooms are for Library sponsored programs only. The public cannot book these rooms.

There is a Storytime Theater on the second floor of the library which can be reached via an elevator or the main stairs and is used for Library sponsored programs only. The public cannot book this room.

There is a Computer Lab on the second floor of the library which can be reached via an elevator or the main stairs and is used for library or City-sponsored programs or training only. This lab cannot be reserved for public groups.