



## Redondo Beach Public Library

### Meeting Room Policy Redondo Beach North Branch Library

The meeting room of the Redondo Beach North Branch Library is available for rental to qualifying organizations, when not in use for Library or City activities, and when such use is not disruptive to the programs and activities of the Library.

Priority for use of the meeting room:

1. Educational, informational, cultural, and civic programs sponsored or co-sponsored by the Library and relating to its collections and services.
2. Meetings sponsored by the Library.
3. Meetings of the City of Redondo Beach.
4. Meetings of governmental organizations of which the City of Redondo Beach is a member.
5. Meetings of Redondo Beach-based groups or a majority of Redondo Beach attendees.
6. Other groups.

The fact that a group or organization is granted permission to meet in the library in no way constitutes endorsement by the City of the policies or beliefs of that group or organization.

#### A. RESERVATIONS

1. Reservations should be requested as far in advance as possible and completed a minimum of ten days prior to an event. Requests will be honored on a first-come, first-served basis. Fees are payable at the time of reservation.
2. Reservations will be taken no more than four (4) months in advance of an event. The Library will begin taking reservations on the first day of each month for the current month and the following three (3) months.
3. Reservations for meetings to be conducted outside the North Branch Library's scheduled open hours must be made four (4) weeks prior to the event.
4. Reservations must be made in one hour increments with a minimum of two (2) hours rental. Total hours requested must include set-up and clean-up time.
5. Reservations are confirmed only when payment in full is made and application is approved by the Library Director or designee. Reservations are not transferable.
6. Organizations will be limited to one use per month. Non-profit organizations are restricted to non-recurring organization meetings only.

Approved by Library Commission August 2, 2010

Approved by City Council August 17, 2010

Revised July 2015. Hours of availability updated July 2021.

7. The applicant must be at least twenty-one (21) years of age. The person signing the application is responsible for any damage to library property which is the result of the use of the room.
8. The Library reserves the right to cancel or reassign meeting dates due to emergency requirements of the Library or the City of Redondo Beach. In this event all fees will be refunded.
9. Meeting Room doors will be closed and locked 30 minutes after permitted starting time if users fail to show up. Refunds will not be granted in this situation.

#### B. CANCELLATIONS

1. Notice of cancellation must be given by the original applicant in writing to the Library's Administration office. Fees, less a \$25.00 administrative fee, will be refunded only if cancellation notification is received in writing one week (5 business days) in advance of the reservation date. Cancellations later than five (5) business days prior to the scheduled event will result in forfeiture of all reservation fees.

#### C. RESTRICTIONS

1. The meeting room is not available for any of the following:
  - a. For purposes prohibited by City ordinance, by State or Federal laws, or by Library Rules and Regulations.
  - b. For the purpose of direct sales.
  - c. For fundraising events where the Library or City does not benefit; approval must be granted by the Library Director and/or City Manager.
  - d. For social gatherings such as receptions, showers, birthday parties, etc.
  - e. For meetings organized by a political candidate or by an organization formed specifically for a candidate or an issue. Political meetings with a less specific focus are permitted. Meeting agendas may be requested prior to booking confirmation.
2. A reservation may not be granted if it appears that the parking demands of the meeting room users will place a burden on or disruption to library services during scheduled open hours.
3. Petition signing is not permitted anywhere inside the building. In areas outside the library, organizations or individuals gathering petition signatures cannot impede the movement of library patrons; block access to the library; block the public right-of way; harass users of the library; create litter problems.
4. Organizations may not use the Library for ongoing operational activities and may not use the name, address or telephone number of the Library except for notifying attendees of the location of the meeting.

#### D. SCHEDULING

1. In consideration of residents, availability of the North Branch Library is:
2. North Branch Meeting Room: Monday thru Thursday: 12:00 pm – 7:00 pm; Saturday 9:00 am – 5:00 pm

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#### E. FEES

1. Fees for the room and equipment are set by the City Council and are detailed in the Master Fee Schedule and must be paid at time of reservation.
2. Proof of residency must be provided for resident rates to apply.
3. Proof of Not-for-profit status such as defined by Federal Revenue Code 501(c)3 must be provided for non-profit rates to apply.
4. Meeting applications for hours outside the North Branch Library's scheduled open hours will require payment of "Charge for Staff Services During Closed Hours" as posted in the City's Master Fee Schedule.
5. Serving of food requires payment of the "Refreshment Charge".
6. Users who fail to vacate the meeting room at the required time will be charged an additional fee equal to one hour at the "Closed hours" rate for every thirty (30) minutes or fraction thereof of overage. Failure to pay the additional fee will result in loss of privileges to use the Meeting Room by violating group or individual.

#### F. RULES FOR USE OF THE ROOM

1. The applicant must be in attendance for the entire time the reservation is in effect. Applicant agrees to leave the room and furnishings in the condition in which they are found. Any leftover food must be disposed of in the trash bins or removed.
2. Activities for minors must have one adult in attendance in a supervisory capacity for every ten minors.
3. The rental period begins when the room is opened. Applicant may not enter the room until the time designated on the application. The clean-up and removal of personal belongings must be completed and the facility completely vacated by the time indicated on the application.
4. Organizations or individuals may not store any personal property in the Meeting Room.
5. No equipment other than the user's laptop or smart phone may be connected to Library equipment. All library equipment must be used as is. No modifications or adjustments will be provided or allowed, e.g. adaptors, etc.
6. Persons wishing to post meeting signage or put up displays or decorations must first obtain permission from the Library Director or designated representative. Items shall not be taped or tacked to walls or doors. Signs for directional purposes must be given to Library staff for posting. Unauthorized signs and/or materials will be removed and user will be responsible for any damage caused by unauthorized signs and materials or their removal.
7. Tables and chairs may not block room access or emergency exits. Tables, chairs or equipment may not be placed in the lobby.

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Revised July 2015. Hours of availability updated July 2021.

8. Applicant agrees to include in any printed publicity, the statement: "This program is not sponsored by the Redondo Beach Public Library." Publicity must not include the Library's telephone number.
9. Smoking is not allowed anywhere inside the facility or within thirty (30) feet of any entrances or airtakes.
10. Applicant agrees to abide by the City of Redondo Beach guidelines for approval of the sale and/or consumption of alcohol at City parks and facilities if alcohol is present at the event.
11. Use of hazardous materials and/or weapons is not permitted.
12. Use may be revoked and/or denied in the future if there is any violation of Rules for the Use of the Room or fees or any abuse of the privilege of using the facility or equipment.

G. LIABILITY

1. Neither the Library nor the City of Redondo Beach assumes responsibility for materials, equipment, or any other article left by any organization, group, or individual in the Library and will not be liable for loss, theft, or damage thereto.
2. Applicant agrees to accept liability for any damage to the facility, its furniture or equipment caused by the occupancy of said premises by the organization or users of the room. Damage to Library property will be paid for by the applicant at a cost determined by the Library. Failure to pay for damage shall result in revocation of authorization for use for one year.