

## 7. MEETING SPACES & STUDY ROOM POLICIES

The purpose of the Library meeting spaces and study rooms are to provide facilities for educational and cultural activities that are part of the Library program. The meeting spaces may be used by community groups or organizations for educational or cultural purposes.

As a general policy, the Library Board declines to provide meeting spaces for sessions conducted by governmental bodies as part of their mandated responsibilities. For example, sessions of the Small Claims Courts would not be welcomed, nor public bankruptcy hearings. The Library Board believes these institutions have a responsibility to provide such physical facilities for themselves, and provisions of meeting spaces in the Library lay outside the basic purpose for which the Library was founded. Library meeting spaces are available to governmental agencies for committee or other group meetings, but not on a regular basis.

The Library Board has declined to serve as a classroom facility for non-profit institutions because classes require a regular and long-term commitment of space where the first priority has been given to intermittent use by the greatest number of groups possible. Secondly, the Library Board believes those institutions interested in providing classes have a responsibility to provide facilities that lie outside the basic purpose for which the Library is founded. Finally, where class participation requires the payment of fees, whether for payment of the instructor, materials or general registration, one of the basic stipulations governing use of the meeting rooms is that all meetings conducted must be open without charge to the general public. Exceptions to this policy are classes in library science or classes co-sponsored by the Library on subjects for which the Library itself would conduct classes where sufficient staff are available, i.e. sign language classes.

The Bing Wong Auditorium is used by the Mayor and City Council for its regularly scheduled meetings on the first and third Wednesdays, special meetings as needed and other city departments for meetings. The auditorium is not available the day before, day of or day after the council meetings and other special meetings to permit time for equipment used at those meetings to be set up and/or secured. Reservations should be requested at least two weeks in advance. Patrons using the auditorium accept responsibility for damage to any of the equipment and furniture while they are using the auditorium. If a patron wants to utilize the projector – they need to provide their own laptop or equipment. Since the projector connection is Video Graphics Array (VGA) and recent laptops only offer a High-Definition Multimedia Interface (HDMI) connection – patron will need to provide their own VGA/HDMI adapter.

The following conditions govern the use of the meeting spaces:

### 7.1. **Norman F. Feldheym Central Library**

**7.1.1. Open meetings.** All meetings must be free and open to the public. Seating capacity varies from 10 to 200.

**7.1.2. Permits.** Application for use of the spaces shall be made in the Administration Office by an adult person representing the group at least a week in advance of the event. The permit is not transferable as to group or date. The person who signs the permit assumes the responsibility for the conduct of the group and for any damage to library property and must be present at the meeting. Permit approvals are not

confirmed until the application has been signed by the appropriate Library administrator and returned to the organization representative.

### **7.1.3. Meeting space fees.**

- Bing Wong Auditorium: \$100.00 basic fee for four hours or any part thereof - \$25.00 per each additional hour.
- Kellogg Room B: \$25.00

#### **7.1.3.1. Fees waived for Library Affiliate Groups and City Usage**

**7.1.3.2. Early Access.** Feldheym opens at noon on Monday and Tuesday and 10 a.m. on Wednesday, Thursday and Saturday. Early access may be requested Monday and Tuesday after 9:30 a.m., Wednesday and Thursday after 7:30 a.m. and Saturday after 9 a.m. at an additional fee of \$20 per hour or a pro rata rate.

**7.1.4. Access to reserved meeting space.** Approved applications must be presented to designated Library staff for access to the event space.

### **7.1.5. Priority of use.**

(a.) First priority shall be granted to city or Library-sponsored events. In prioritized order, these include:

- 1) Library staff-generated meetings; or
- 2) Events jointly sponsored by the Library and its affiliate groups; or
- 3) Events jointly sponsored by the Library and other community groups.

(b.) Second priority shall be given to meetings and events sponsored by neighborhood and community-based groups and organizations from the area served by the particular Library facility.

(c.) Third priority shall be given to children, youth groups, and organizations involved in literacy or educational programs.

(d.) Fourth priority shall be given to other non-profit public and/or social service organizations.

**7.1.6. Admission fees.** Groups using facilities may not charge admission nor collect money, except for regular dues which do not constitute a charge for admission. This prohibition also applies to advance sale tickets or ticket sales held off the premises of the Library. No sales of any kind may be held in any of the Libraries (including the cost of materials which may be used for instructional purpose). The sole

exception to this provision is those sales which are sponsored on behalf of the Library and under its co-sponsorship.

- 7.1.7. **Reservations.** The room may not be requested for a long series of meeting dates; each meeting must be requested individually.
- 7.1.8. **Preemptive authority.** The Library reserves the right to ask a group to relinquish the meeting room if it is needed for a Library or City function
- 7.1.9. **Parking limitations.** Space permitting, the Library parking lot is available for a maximum of **two hours** to groups using the meeting rooms. The person who signs the permit is responsible for notifying his group of the parking lot limitations. The lot does not fall under the jurisdiction of the Library, and no parking extensions can be granted nor can parking violations be waived by Library personnel.
- 7.1.10. **Endorsements.** Granting of permission to use the room in no way constitutes endorsement of the policies or beliefs of the group by the Library, Library Board of Trustees and/or the Library Director.
- 7.1.11. **Use of alcohol.** No alcoholic beverages are permitted in the Library.
- 7.1.12. **Smoking.** Smoking is prohibited in the public areas of the Library, including lobby, atrium, meeting rooms and restroom. According to California Government Code Section 7597.
- 7.1.13. **Meeting during regular hours of service.** Persons attending scheduled meetings at Feldheim must meet during normal hours of service and/or staff regular working hours.
- 7.1.14. **Meeting outside regular hours of service.** Any other use outside regular hours will only be considered upon written request. Groups whose meeting times fall outside normal library hours must commit to pay the cost of this service and utilities. Groups are responsible for monitoring door access for their attendees.
- 7.1.15. **Usage by Library Affiliates and City.** Library Board authorizes Library Director at his/her discretion to allow library affiliates and the city to utilize meeting rooms outside regular hours of service with short notice if there is not sufficient time to agendaize for Library Board consideration at its next regularly scheduled meeting.
- 7.1.16. **Cancellations.** If meeting room reservations are cancelled or changed, the group must inform the Administration Office at Feldheim Central Library. This information is crucial for keeping the use of the community rooms up-to-date. All fees must be prepaid prior to event and are not refundable.
- 7.1.17. **Set up and cleanup.** THE LIBRARY PROVIDES NO CUSTODIAL SERVICES FOR ORGANIZATIONS USING MEETING SPACES. Setup and cleanup are the responsibility of the groups using the facility (including arrangement of tables and

chairs). At the end of the meeting, trash and debris must be bagged and removed to the Library's dumpster at the rear of the building. Fastening or taping any materials to the walls of rooms destroys the finish on the walls. Users will be assessed \$50 if they have fastened anything to the walls or painted surfaces of meeting rooms. It is expected the room will be left in the same condition in which it was found. Emergency cleaning will be charged back at cost. Offenders risk revocation of their privilege for future use.

**7.1.18. Damage.** Users will be liable for any damage to equipment or facility.

**7.1.19. Preparation time.** The heavy demand for the rooms requires the group to assemble no earlier than the time for which the room is reserved. ALLOW TIME NEEDED FOR SETUP, CLEAN UP, AND FOR RELATED SUPPORT SERVICES SUCH AS CATERERS, PIANO TUNERS AND OTHERS WHEN SCHEDULING THE ROOMS. This time must also be scheduled through the Administration office.

**7.1.20. Refreshments.** Special permission must be secured for the serving of a meal and/or light refreshments (See application form for fee amount). Food may not be prepared in the meeting rooms. Containers and utensils are to be provided by the group. Refreshments may be served only in the Mary Belle Kellogg Meeting Room B and atrium at Feldheym and at Villaseñor's meeting room.

**7.1.21. Equipment.** Your need for the following equipment must be clearly defined on your application: chairs, tables, piano, rostrums, etc. It is not appropriate to remove equipment from other meeting areas in the Library for your use when you arrive as the equipment may already be committed to another group by prior reservation. The piano in Kellogg Meeting Room B may not be moved. Should a conflict arise the decision of the senior library staff member on duty will be binding.

The Library also provides free Wi-Fi throughout the four libraries. If Wi-Fi is requested before the Library opens it must be stated on the application.

If there are requested equipment changes to applications previously approved – these requests must be received and approved at least 24 hours before the scheduled meeting. Feldheym is closed on Fridays. Previously agreed upon payment for equipment along with room reservation is required before room usage. If Library staff determines additional fees for services are necessary beyond previously agreed upon fees, Library Administration will bill the difference to the patron.

Equipment that can be requested on the application includes the following:

- Podium.
- TV-VCR/DVD - \$10 per 1 (one) day.
- Portable PA system - \$5 per 1 (one) day with refundable \$50 deposit. Kellogg Room B only.

- Digital overhead projector - \$30 per 1 (one) day. Bing Wong Auditorium only. The projector connection is Video Graphics Array (VGA.) Library staff will only turn the projector on and off. Otherwise, it is self-service unless the patron is willing to pay for technical support and if technical support staff is available. Projector will display only on the west wall screen but not the side screens.
- Technical support - \$30 per 1 (one) hour. (Monday – Thursday until 5 p.m... Can be requested but is usually not available Monday – Thursday after 5 p.m. or on Saturday.)
- VGA/HDMI adapter - \$50 deposit taken at the Circulation Desk or patrons can provide their own adapter for projector VGA connection.

Groups are responsible for providing and ensuring their laptop is configured for presentation and/or Wi-Fi access prior to the meeting date, especially if their meeting is on a Saturday or a weeknight after 5 p.m. Patrons can arrange with Library IT staff to test their laptop Monday - Thursday before 5 p.m. at no cost. If meeting rooms are reserved for Saturday, additional unpaid services will not be granted - no exceptions.

ALL equipment is used at your own risk and the Library assumes no responsibility in the event of injury to members of your group or responsibility for any breakage or loss that may occur to the equipment while it is in your care.

Individuals may use the piano available in our Kellogg Meeting Room B by filling out an ‘Application for use of meeting room’ prior to the use of a piano. While rooms may be reserved for piano usage up to two weeks in advance, priority will be given to group usage of the meeting room facilities.

- 7.1.22. Storage.** The Library does not have the facilities to store support equipment, supplies or refreshments on a meeting to meeting basis. The Library assumes no liability for the property of those conducting or attending meetings, nor for art or other items being exhibited in the rooms.
- 7.1.23. Courtesy.** Please remember your group is enjoying a unique privilege in sharing meeting space within a public library. Your organization’s consideration for the rights of library patrons is expected.
- 7.1.24. Room capacity.** The Bing Wong Auditorium has a stage and 200 fixed theater seats. According to the California Fire Code, 2001 Edition, Article 25 and Appendix VI-E (Table 10A); the occupant load is 266.

Additional seating: 66

**Rear** (area behind fixed seating) 3 rows at 17 = 51 chairs. Begin placement 2 feet from seat back of last row. Shall not exceed 3 rows @ 17 chairs each. 2 feet provided between rows. **Front** (area across front row of fixed seating) 1 row @ 15 = 15 chairs.

Begin placement 2 feet from front row (seat up position). Shall not exceed 1 row @ 15 chairs.

A request for additional seating must be submitted prior to the meeting. Mary Belle Kellogg Multi-purpose Room B: Maximum of 50 persons.

**7.1.25. Deposition/court reporting.** At its February 2003 Board meeting the Library Board of Trustees approved the use of the small conference rooms for depositions. The fee is \$25.

**7.1.26. Reservation of rights.** The Library Board of Trustees reserves the right to grant exceptions for the good of the Library.

**Waiver of liability.** All groups/organizations shall indemnify, defend, and hold harmless the Library, the City of San Bernardino, the Mayor and City Council of the City of San Bernardino, its officers, agents, and employees from and against any and all claims, suit, action of any kind arising and resulting or accruing from any negligent act, omission or error of the group/organization resulting in or relating to, injuries to body, life, limb, or property sustained in, about, or upon the Library facilities thereto, or arising from the use of the Library premises. All groups shall defend, at their sole cost and expense, any legal action, claim, or proceeding instituted by any person against the City as a result of any claim, suit or cause of action accruing during the use of the Library facilities thereto for Library meeting facilities for injuries to body, life, limb, or property as set forth above. All groups/organizations shall hold the Library and City harmless from and against all judgment, orders, decrees, attorneys' fees, costs, expenses, and liabilities incurred in and about any such claim investigation or defense thereof, which may be entered, incurred, or assessed as a result of the foregoing.

**7.1.27. Appeal process.** A group/organization may appeal the decision of allocation or denial of meeting room(s) in writing to the Library Director setting forth the basis of the appeal and attaching a copy of the application. The Library Director shall respond in writing within 48 working hours of the appeal. Further appeal may be made to the Library Board with an appeal document and application. Determinations of the Library Board shall be final.

## **7.2. Paul Villasenor Branch Library**

The purpose of the Villasenor Branch Library Art Gallery Community Room is to provide facilities for education and cultural activities that are part of the Library program. The room may be used by community groups or organizations for educational or cultural purposes and is available to governmental agencies for committee or other group meetings, but not on a regular basis.

The following conditions govern the use of the Community Room:

- 7.2.1.** All meetings must be open to the public; room capacity is 75.
- 7.2.2.** Application for use of the room shall be made by an adult person representing the group. The permit is not transferable as to group or date; and the person to whom the permit is issued assumes the responsibility for the conduct of the group and for any damage to library property.
- 7.2.3.** No admission may be charged, or money collected, except for regular dues which do not constitute a charge for admission.
- 7.2.4.** The room may not be requested for a long series of meetings dates; each meeting must be requested individually. However, in order to permit presentations of “series” programs, reservations for a series of dates not to exceed a period of 12 weeks in a calendar year may be arranged, provided that the purpose of the series is compatible with the program of the library and that presentation of the program does not in any way interfere with regular activities of the library.
- 7.2.5.** Granting of permission to use the room in no way constitutes endorsement by the Library, the Library Director, or the Library Board of Trustees of the policies or beliefs of the group.
- 7.2.6.** Upon reasonable notice, the Library reserves the right to ask a group to relinquish the meeting room if it is needed for a library function.
- 7.2.7.** Any group advocating the overthrow of the United States government by force or violence may not use the room.
- 7.2.8.** Food may not be prepared in the meeting room. Containers and utensils are to be provided by the group. Setup and cleanup is the responsibility of the group meeting. There are no custodial services for organizations using meeting space. This includes all tables, chairs used for meeting should be put back in storage closet, and trash, and debris.
- 7.2.9.** There is no charge or fee to use the Paul Villasenor Branch Library Community Room.

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