

SAN BERNARDINO PUBLIC LIBRARY

MEETING SPACES POLICY STATEMENT

PURPOSE:

The purpose of the Library meeting spaces is 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 that are educational or cultural, provided the groups are non-profit, non-partisan and non-sectarian.

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 provision of meeting space in the Library lies outside the basic purpose for which the Library was funded. Commissions advisory boards and the like are required to look toward their parent organization for meeting space.

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 funded. 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 were sufficient staff available (i.e. sign language classes).

The following conditions govern the use of the meeting spaces:

1. **OPEN MEETINGS:** All meetings must be free and open to the public. Seating capacity varies from 10 to 200.
2. **PERMITS:** Application for use of the spaces shall be made in the Administration Office by an adult person representing the group. 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.
3. **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.

4. **RESERVATIONS**: The room may not be requested for a long series of meeting dates; each meeting must be requested individually. However, in order to permit presentation of “series” programs, reservations for a series of dates, not to exceed a period of 12 weeks ahead of the date that the reservation is submitted in a calendar year, may be arranged, provided that the purpose of the presentation of the program does not in any way interfere with regular activities of the Library, “or with the use by other organizations who desire to use the room on an irregular basis at the discretion of the Librarian subject to approval by the Library Board.”
5. **PREEMPTIVE AUTHORITY**: The Library reserves the right to ask a group to relinquish the meeting room if it is needed for a Library function.
6. **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. **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 the Library Director.
8. **USE OF ALCOHOL**: No alcoholic beverages are permitted in the Library without special authorization of the Library Board of Trustees.
9. **SMOKING**: Smoking is prohibited in the public areas of the Library, including lobby, atrium, meeting rooms and restroom.
10. **PARTITIONS**: Groups needing the partition must request it in advance. Under no circumstances may any member of the group attempt to move the partition because major damage could result. Groups will be billed for damage.
11. **MEETING DURING REGULAR HOURS OF SERVICE**: Persons attending scheduled meetings at Feldheim must meet during normal hours of service. Persons conducting or attending meetings may not enter the Library until the regular opening time.
12. **MEETING OUTSIDE REGULAR HOURS OF SERVICE**: Any other use outside regular hours will only be allowed upon written request. At Feldheim, the sophisticated air handling controls, security systems, and fire alarms require the presence of a security officer. Groups whose meeting times fall outside normal library hours must commit to pay the cost of this service and utilities only outside normal hours.

13. **CANCELLATIONS**: If meeting room reservations are cancelled or changed, the group must inform Administration Office of the Feldheim Library. This information is crucial for keeping community rooms up-to-date. Remember the community rooms are always in demand for use by other groups. All fees must be prepaid prior to event and are not refundable.
14. **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.
15. **DAMAGE**: Users will be liable for any damage to equipment or facility.
16. **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.
17. **REFRESHMENTS**: Special permission must be secured for the serving of a meal and/or light refreshments. (See application form for fee amount.) Containers and utensils are to be provided by the group. Refreshments may be served only in the Mary Belle Kellogg Meeting Rooms and atrium at Feldheim and at Villasenor's meeting room. Refreshments MAY NOT under any circumstances be taken into the Lecture Hall.
18. **EQUIPMENT**: Your need for the following equipment must be clearly defined on your application: chairs, tables, chalkboard, pianos, rostrums, etc. Public address system is available in the Lecture Hall upon request. It is not appropriate to remove equipment from other meeting areas in the Library for your use when you arrive, because the equipment may already be committed to another group by prior reservation. Should a conflict arise, the decision of the senior library staff member on duty (or the security guard after normal library hours) will be binding.

The Library also has a variety of equipment of a more sophisticated nature (such as television sets, video recorders, a portable public address system and so on) available for a fee payable at the time of reservation. Audiovisual equipment is subject to availability and requires reservation with the Administration Department a minimum of 48 hours before your program. 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.

Pianos for public use are available in our meeting rooms. Those interested in using a piano must fill out an "Application for use of meeting room" prior to the use of either the piano in the Mary Belle Kellogg Room or the piano in the Bing Wong Auditorium. 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. In addition, the piano in Kellogg Room A may not be used while a meeting is in progress in Kellogg Room B.

19. **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, not for art or other items being exhibited in the rooms.

20. **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.

21. **ROOM CAPACITY**: The Bing Wong Auditorium has a stage with 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.

Mary Belle Kellogg Multi-purpose Room: 50 per room, 100 per both rooms (partition open)

California Fire Code: occupant load is 56 each room, 116 per both rooms.

Note: An addition seating request must be submitted prior the meeting and upon availability of chairs.

22. **Deposition/Court Reporting**: The Library Board voted at the February 2003 Board meeting to allow the small conference rooms to be used for depositions. The fee is \$25.

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