

# County of San Luis Obispo Public Libraries

## Library Meeting Room Public Use Policy



COUNTY OF SAN LUIS OBISPO  
PUBLIC LIBRARIES

### Purpose

The purpose of the library meeting rooms is to support the services, activities, and functions of the County of San Luis Obispo (SLO) Public Libraries. The County of SLO Public Libraries provide public access to meeting rooms for educational, cultural, civic, and recreational purposes. The County of SLO Public Libraries operate the meeting rooms as a limited public forum and make them available on equal terms to all persons, regardless of their beliefs or affiliations. To assure the best use of the meeting rooms, the following regulations and procedures are in effect.

### Reservation Procedures

**Community Meeting Room Reservations:** Reservations for the community meeting rooms should be made online at least 48 hours in advance of use. Reservations may be made no more than three months in advance. Meeting rooms are not always available for regularly scheduled meetings by groups. In the interest of equal access to all potential users, no more than a total of four (4) reservation per branch per month to any group will be permitted. Each reservation made for a period cannot exceed four (4) hours at a given me. There is a limit of twelve (12) reservation for any representative, group or organization in a 3-month period.

**Group Study Room Reservation:** Group Study Rooms are smaller spaces designed to be used by up to six (6) people at a time. Reservations for the group study rooms should be made online at least 48 hours in advance of use to allow for staff review and approval. In the interest of equal access to all potential users, no more than a total of two (2) reservations per branch per week to any group/person will be permitted. Each reservation made cannot exceed two (2) hours at a given meeting. There is a limit of eight (8) reservations for any representative or group in a 1-month period. Walkins are welcome at Group Study Rooms if no reservation is in place at the given meeting.

To make a reservation on for any room visit: <https://sanluisobispo.librarycalendar.com/reserve-room>

### General Rules

1. County of San Luis Obispo Public Libraries, other County departments, and sponsored events have priority in the use of Meeting room space. The library reserves the right to reschedule a confirmed Meeting room reservation to accommodate library-sponsored programs and events.
2. All meetings must be free and open to the public. Non-public events are not suitable for the Library.
3. Meeting rooms are available until 9:00 PM. Please see next section on for information regarding events held when the library is closed.
4. To ensure fire safety, at no meeting shall any exits be locked, covered, or obstructed during the event.
5. Noise and other activities should be held at a level which will not interfere with normal library operations or disrupt neighbors of the library branch.
6. Applicable parking rules must be observed at each facility during an event.
7. Posting of signs, banners, flags, or any other kind of displays on the building exterior or library premises is prohibited except during hours of Meeting room reservation.
8. In publicizing a Meeting to be held in a library Meeting room, the sponsoring group must be clearly identified. Groups must not imply library sponsorship of their program or organization in their publicity. Groups must



provide contact information on for any event. The Library telephone number may not be used on promotional materials, and the Library will not give out information on about non-sponsored events.

9. No collection may be taken, nor items or services sold at or during events occurring in the Meeting room. Groups using a Meeting room are not permitted to charge registration on or admission fees or to require the purchase of an item as a condition of attendance.
10. Commercial use of library Meeting rooms is prohibited: no attempt may be made to sell, at the time of the program or in the future, a specific product or service offered by an organization on or individual sponsoring an event or invited as a guest speaker. Presenters at Library sponsored events may offer a signing event including optional purchase of materials as a component of their presentation.
11. Private musical recitals and individual practice sessions are not permitted due to noise. Similarly, rooms may not be used for birthday and anniversary parties, weddings, funerals, or other personal celebrations. The Library frequently sponsors cultural programs that are not included in this policy.
12. No alcoholic beverages are allowed on library property while the library is open. The Library may sponsor private, after-hours fundraising events to which this policy does not apply.
13. Library staff are not available to supervise, nor help with any non-library activities or meetings.
14. Set up and cleanup is the sole responsibility of the group using the Meeting room. Instructions for handling stacking chairs and tables must be followed.
15. All groups are responsible for providing and operating their own materials and equipment, including audio-visual equipment (where applicable) and materials to be used in clean up, e.g. vacuums. Equipment requiring more than 120 volts is prohibited.
16. If cleanup is not acceptable, the Library may schedule the necessary cleaning and charge all costs to the responsible party who reserved the room.
17. Cooking and or food preparation is not allowed. Light refreshments or snacks may be served in rooms which have kitchen facilities (water and sinks) for cleanup. The Library may sponsor educational programs that feature food preparation that are not included in this policy.
18. At no meeting may groups nail, staple, or glue materials or decorations to ceilings, walls, painted surfaces or floors.
19. Time reserved for room use includes set up and cleanup. Access to the Meeting room is limited only to those hours reserved.
20. The library is not responsible for the theft of or damage to property brought into a library Meeting room.
21. An adult age 18 or older must complete the online Library Community Meeting Room Application linked above, and at least one adult age 18 or older must be present when youth groups use the Meeting rooms. This does not apply to Group Study Rooms, which can be reserved and used by patrons of any age.
22. All groups, clubs, entities, or individuals using a library Meeting room must comply with these rules and with the County of San Luis Obispo Public Libraries Rules of Conduct. Failure to comply with the rules may lead to immediate termination of the meeting, exclusion of individuals from library premises pursuant to the rules, and/or loss of future Meeting room use privileges.



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### Cancellation Notification

Cancellations must be made at least 24 hours in advance of Meeting date. Failure to notify the library of cancellations may result in loss of future Meeting room privileges.

### Fees

In keeping with the role of a limited public forum, the library provides Meeting room space free of charge.

### Use of Meeting Room when Library is Closed

In addition to the above, if a group wishes to use a SLO County Library Meeting room during any hour(s) that the branch library is NOT open, the individual representative must:

1. For all non-library sponsored events held after library open hours, applicant must provide proof of liability insurance at least one week in advance of the event. Current and valid insurance documents must be accepted and reviewed by library staff before after-hour reservations can be approved. Liability insurance must be in the form of a Certificate of Insurance which includes Property Damage and General Liability in the amount of \$2,000,000 and a separate Endorsement naming the County of San Luis Obispo as an additional insured. General liability insurance and endorsement can be obtained from any insurance provider. Library sponsored events do not require additional insurance
2. Check out a key and instructions for securing the building. This check-out procedure can ONLY occur during regularly scheduled library hours prior to the scheduled room use. Only the person signing the application, or the person listed as the alternate may check out the room key for before or after hours use.
3. For safety and security, the exterior library door must remain locked while the room is in use. Groups using the room must either post a representative at the door to provide access to anyone that would like to attend, or post a sign at the door with contact information so that the public can be let in.
4. Return SLO County Library Meeting room key by placing it in special return envelope clearly identified for this purpose and dropping it in the book drop slot immediately after building is secured.
5. Accept responsibility for any charges incurred due to loss or late return of key or failure to properly secure the building.

### Terms and Conditions

Note: Permission to use a community room is not transferable from one individual or organization to another. The person signing this original application will be held responsible for proper use and clean-up of the room.

User agrees to defend, indemnify, and hold harmless San Luis Obispo County, its officer, agents and employees from and against any and all claims, demands, causes of action, or liabilities incurred by the County, its officers, agents, or employees, arising from User's acts or omissions under this Agreement or any act or omission of User's officers, agents, or employees, contractors, or persons attending the Meeting with the express or implied permission or invitation of User, except as may arise from the negligence or willful misconduct of County, its officers, agents, contractors or employees. In any action or claim against County in which User is defending County, County shall have the right to approve legal counsel providing County's defense and such approval shall not be unreasonably withheld. User agrees to abide by the

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San Luis Obispo County Library Meeting room Policy and rules for use and acknowledges having received a copy thereof. Further, User will be held financially responsible for any damage to the facility or equipment, which occurs through User's Meeting at the facility.