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**Subject: MEETING ROOMS POLICY**

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The mission of Monterey County Free Libraries is to bring ideas, inspiration, information and enjoyment to our community.

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**Policy Statement**

Some branches in the Monterey County Free Libraries (MCFL) system have full-service meeting rooms designed specifically as community meeting spaces. These rooms are secured apart from the normal library operating space, have access to restrooms, and have separate exterior doors to permit usage while the library is closed. These branches are Castroville, Greenfield, King City, Marina, Prunedale, and Soledad. Meetings at branch libraries in smaller meeting rooms (limited service) are approved only at the discretion of the branch manager or his/her designee and must be held during regularly scheduled hours. Additional restrictions may apply.

**Terms of Use**

- Meeting rooms are only available to not-for-profit community groups and government agencies.
- Meeting rooms are not available for private parties or individual use, nor are they available for commercial or for-profit use.
- No admission fee may be charged to attendees for the activity at the time of the meeting, and no collection or solicitation of moneys may be made in the meeting room or on library premises. Prepaid registration fees for institutes, conferences or classes are allowed.
- Meeting rooms may be used, and collection/solicitation of admission fees or other moneys is permitted in the meeting room for library sponsored fundraising activities with the approval of the County Librarian or designee.
- Meeting room use is assigned to eligible groups on an equitable basis, regardless of the beliefs or affiliations of the group.
- Use of the meeting rooms does not constitute the Library's endorsement of the group or of its activities.

- Meeting room use may be denied if the group's activities will interfere with normal library operations, violate Monterey County or Library rules or policies, or violate federal, state or local laws.
- Groups that do not observe the Library's meeting room policy and rules may be denied future use of the meeting rooms.
- Meeting room users are responsible for returning the room to its original condition, securing the room and returning the key when finished.

### **Usage Fee**

- A non-refundable fee of \$20 per hour is charged for full-service meeting rooms (Separate keyed entrance, kitchen, etc.) and \$10 per hour for limited service meeting rooms (Only open during library hours, etc.).
- Government agencies are exempt from the usage fee.
- If a meeting is cancelled by the Library, the usage fee will be refunded.

### **Reserving a Meeting Room**

- Meeting Room Reservation Request forms are available at all Monterey County Free Libraries with meeting rooms, as well as can be downloaded [here](#).
- All groups must have an adult representative, 18 years of age or older, who signs the reservation request form and assumes responsibility for the enforcement of the meeting room rules.
- The individual submitting a reservation request form for an organization is required to have a valid Monterey County Free Libraries card.
- Applicants should call the desired library to check availability and make a reservation.
- Reservation request forms and the usage fee must then be submitted to the requested library branch at least 3 working days before the meeting. Applicants will be notified regarding the status of their request within 2 working days.
- The individual signing the reservation request form is responsible for any loss or damage to the room or special cleaning costs arising from the group's use of the room.
- Supplemental equipment may be available for use in the meeting room. Please contact library staff for details.

- Eligible groups wishing to reserve a meeting room for one time use will be scheduled on a first-come, first-served basis.
- Groups wishing to reserve monthly meeting dates may do so 3 months at a time, provided that the dates do not interfere with library programming or activities or repeatedly limit the availability of the room to other groups.
- Monterey County Free Libraries reserves the right to ask a group to reschedule a meeting with two weeks' notice.
- If deemed necessary, the Library reserves the right to cancel any meeting.

### **Keys**

- It is the responsibility of the applicant to pick-up the meeting room key prior to the start of each scheduled meeting.
- Keys will not be given out more than 3 working days prior to any scheduled event.
- Immediately following the conclusion of a meeting, keys should be returned to library staff, if the library is open, or deposited in the book return when the library is closed.
- Duplication of meeting room keys is strictly prohibited.

### **Care and Use of the Meeting Room**

- The individual submitting a reservation request must be present during the entire meeting.
- The library name and address may not be used as an endorsement of any group or its activities and should only be used to publicize the meeting location.
- No attempt will be made to deliver mail or messages received at the library for organizations using meeting rooms.
- Attendance at a meeting may not exceed the occupancy limit of the room as certified by the local fire department.
- Food and drink, if served, should be limited to light refreshments.
- Alcoholic beverages and smoking are strictly prohibited in all county facilities.
- No candles or other incendiary materials may be lit or burned.
- No signs, decorations, etc. may be attached to the walls. All signs, decorations, etc. are limited to those that are free-standing and conform to fire regulations.

- Groups may not leave or store any items in the meeting room.
- Monterey County Free Libraries is not responsible for items lost or left in the meeting room.
- It is the responsibility of each group to make sure that garbage is disposed of properly, tables and chairs are returned to their original positions, lights are turned off and the door is locked before leaving.
- Once the exterior doors are locked, the key should immediately be returned to library staff on duty or dropped into the book return.
- Groups are asked to report any incidents or problems with the facility to the branch manager as soon as possible.