

Subject: MEETING ROOM POLICY

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

Policy Statement

The Castroville, Greenfield, King City, Marina and Prunedale branches of 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 use while the library is closed.

The Carmel Valley, Castroville, Gonzales, Greenfield, Marina, Pajaro and Soledad branches have smaller, **limited-service** meeting rooms that may be used only during regularly scheduled library hours and only at the discretion of the Branch Manager or their designee. Additional restrictions may apply.

Terms of Use

- Meeting rooms are only available to not-for-profit community organizations 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 any activity at the time of the meeting, and no collection or solicitation of monies may be made in the meeting room or on library premises, with the exception of library sponsored fundraising activities that are pre-approved by the Library Director or their designee. Prepaid registration fees made off-site are allowed for conferences or classes.
- Meeting room use is reserved for eligible organizations on an equitable basis, regardless of the beliefs or affiliations of the organization.

- Use of the meeting rooms does not constitute MCFL's endorsement of the organization or its activities.
- The library name or address may not be used as an endorsement of any organization or its activities and should only be used to publicize the meeting location.
- The library name, address or phone number should not be given out as a means of contacting the organization. No attempt will be made to deliver messages received for the organization at the library, and any mail received will be Returned to Sender.
- Meeting room use may be denied if the organization's activities will interfere with normal library operations, violate Monterey County or Library rules or policies, or violate federal, state or local laws.
- The representative (Representative) reserving the meeting room for an organization is responsible for returning the room to its original condition, securing the room and returning the key and required checklist when finished. This Representative must be 18 years of age or older with a valid MCFL library card. The Representative is responsible for all fees associated with the organization's reservation and use of the room.
- The Representative **must be present** during the entire meeting.
- Organizations and their Representatives that do not observe the Library's meeting room policy and rules may be denied future use of the meeting rooms.

Usage Fee

- Reservations may only be made in 1-hour increments.
- A non-refundable fee of **\$20 per hour** is charged for **full-service** meeting rooms. A non-refundable fee of **\$10 per hour** is charged for **limited-service** meeting rooms. Monterey County and other local government agencies are exempt from the usage fee.
- If a meeting is canceled by the Library, the usage fee will be credited for a future reservation.
- If a check for payment does not clear, a \$25.00 fee will be charged to the Representative's library account. If full payment is not received within 1 week of notification, the Representative and organization will not be allowed to reserve a meeting room again for 1 year, and all existing reservations will be canceled.

Meeting Room Reservations

- Meeting room reservations may be made online at www.eMCFL.org/meetingrooms.html. They may also be made by calling the meeting room branch location or in person at any MCFL branch.
- Representatives will be notified regarding the status of their reservations within 2 working days.
- The usage fee must be paid at the meeting room location at least 3 working days before the meeting. If full payment is not received in time, the reservation will be canceled.
- The Representative is responsible for any loss or damage to the room or special cleaning costs or fees arising from the group's use of the room. Unresolved costs will be charged as a fee to the Representative's library account and are subject to collections and additional fees. If full payment is not received within 1 week of notification, the Representative and organization will not be allowed to reserve a meeting room again for 1 year, and all existing reservations will be canceled.
- Supplemental equipment may be available for use in meeting rooms and may vary from room to room. Please contact staff at the meeting room branch location for details.
- Meeting room reservations are available on a first-come, first-served basis provided that the request does not interfere with library programming or activities or repeatedly limit availability to other users.
- Reservations may only be made within the current 3-month reservation window.
- MCFL reserves the right to ask an organization to reschedule a meeting with 2 weeks' notice.
- MCFL reserves the right to cancel any meeting if deemed necessary.

Keys

- It is the responsibility of the Representative to pick up the key(s) up to 3 working days in advance of the meeting during regular open hours for the branch meeting room location.
- Keys may only be used for the exact reservation period. Accessing the room outside the specified reservation time will result in the Representative and organization being banned from future meeting room use.
- Set up and clean up must be completed within the reserved and paid-for period.

- Keys must be returned immediately following the meeting to staff on duty at the desk or in the book drop if the library is closed. If the key(s) are not returned, the Representative's library account will be charged a **\$250 re-keying fee**. If full payment is not received within 1 week of notification, the Representative and organization will not be allowed to reserve a meeting room again for 1 year, and all existing reservations will be canceled. Duplication of meeting room keys is **strictly prohibited** and will result in an automatic ban of the Representative and organization from using any MCFL meeting room in the future.

Care of Meeting Rooms

- Attendance at any meeting may not exceed the posted occupancy limit of the room as certified by the fire department.
- Food and drink, if served, must be limited to light refreshments only.
- Alcoholic beverages and smoking are **strictly prohibited** in all County facilities, including library meeting rooms.
- No candles or other incendiary materials may be lit or burned.
- No signs, decorations, etc. may be attached to the walls. All signs, decorations, and equipment are limited to those that are free-standing and conform to fire regulations.
- Organizations may not leave or store any items in meeting rooms for future use or retrieval.
- MCFL discards items left in the meeting rooms and is not responsible for items lost or left behind.
- It is the responsibility of the Representative to leave the facility according to standards outlined in the MCFL Meeting Room Checklist. The completed checklist must be signed by the Representative and returned with the key(s) immediately at the end of the meeting.

Study Rooms

Designated study rooms may be available for use at no fee in some MCFL branches. Patrons wishing to use these spaces should inquire about availability and sign up at the branch study room location. A valid library card in good standing with no applicable account fees due is required. Study rooms serve various purposes during the open hours of the library, and

availability may change day to day. Availability and use are determined by the Branch Manager or their designee in conjunction with established MCFL policies and procedures.

- Study room uses include library-supported programming.
- Silent public study space is open to all users based on room capacity.
- Study space for individuals or groups is limited to 1 hour per day based on the discretion of the branch manager or their designee.
- Advanced sign up of more than 2 hours before the scheduled use time is not permitted.
- Study rooms may not be used as an operation center for a commercial business or for any ongoing or regularly scheduled use that interferes with library programming or for activities that limit equitable access to others.

Meeting Room Checklist

(To be completed at the conclusion of the meeting)

Name of Group

Date and Time leaving the Library

PLEASE INDICATE TOTAL NUMBER OF PEOPLE AT YOUR MEETING Complete

and check off each task as applicable:

- Cleaned chairs and tables and returned them to their original location.
- Cleaned any debris or spills on floor.
- Cleaned kitchen and returned it to original setup.
- Removed anything stored in refrigerator.
- Removed all organization’s personal property and supplies.
- If branch is closed at conclusion of the meeting, checked bathrooms and remainder of meeting space to make sure building is empty.
- Closed and locked all doors and windows and checked that the space is secure.

Please make a note below of any condition issues.

I certify that the above was done.

(Signature of Adult Representative)

(Printed Name)

Signed form along with key(s) must be returned immediately following the meeting to staff on duty at the desk or in the book drop if the library is closed.

Staff Use Only

Library Confirmation:

(Staff initials)