

## Meeting Room Use Policy

I. The Coronado Public Library provides space for public use in the Winn Room and Conference Room. To ensure the rooms and facilities are available to all members of our community and they remain clean and functional, the Coronado Public Library Board of Trustees sets forth the following policy governing the use of the library meeting rooms.

### II. Definitions

#### A. Library and City Sponsored Uses.

A sponsored use is one that is initiated or sponsored by the Library or sponsored or permitted by the City of Coronado, with significant staff involvement, to deliver technology and informational literacy, early literacy, children's, cultural, and enrichment programming, and other programming offered for the benefit of the community.<sup>1</sup>

B. Non-Library or Non-City Sponsored Uses. A non-sponsored use is hosted and presented by an individual or outside group and is not sponsored by the Library or the City of Coronado.

### III. Description of Rooms Available

A. The Winn Room: This room is available for public use by reservation. Maximum seating is 135 people.

B. The Conference Room: This room is available for public use by reservation. Maximum seating is 12 people.

### IV. General Regulations

To further the library's mission, the library provides public space subject to the following regulations:

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<sup>1</sup> Examples of a Library or City Sponsored Use includes those where: (1) the City Council approves a special event permit that includes Library use; (2) the City Council awards community grant funding that includes Library use; (3) there is an MOU or contractual relationship between the City and the organization hosting the program; (4) the Library Board of Trustees authorizes sponsorship or partnership directly or through authority delegated to Library staff.

- A. Non-Discrimination. Use of the Library meeting rooms shall not be abridged or denied because of race, color, age, sex, gender identity/gender expression, marital status, national origin, religion, medical condition, military/veteran status, ancestry, disability, political views or social views.
- B. Rules and Regulations of Use. Room use is subject to the Coronado Public Library's Rules of Conduct. The Director of Library Services is authorized to establish reasonable rules and regulations for the use of Library facilities, including the form and manner of application for use, requirements for care and cleanliness of library property and equipment, and conditions of access and security. Non-Sponsored uses of the Winn Room will be required to obtain liability insurance, as referenced in Item V. A. 10 (Winn Room Use Liability Insurance).
- C. User Agreement. In addition to such information as may be required by the Director of Library Services, applications for use of library facilities shall include a standard user agreement to indemnify and "hold harmless" to the fullest extent permitted by law the City of Coronado, its elected and appointed boards (including the Library Board of Trustees), officials, officers, employees, representatives and their volunteers. Further, the application shall include a user agreement which requires persons who reserve library facilities to repair or replace any library property or equipment lost or damaged incident to the use of library facilities, except for reasonable wear and tear.
- D. Staff Presence. At least one member of the library staff shall be present in the Library building whenever a member of the community uses the library facilities. Non-sponsored uses may be required to provide cost recovery for any library staff member whose presence in the building is due solely to the reservation for non-sponsored uses.
- E. Admission, Fees and Charges. Except as noted herein, no fee or charge shall be levied against individuals or groups for the use of library facilities, either by the library as a condition of use, or by any user as a condition for admission or attendance at any activity or function. Donations shall not be solicited. Notwithstanding the above, the following fees and charges are permissible:
  - 1. Collection of dues, membership fees, or similar minor fiscal transactions by a civic group, team, club, or non-profit organizations when such collection is integral to the function and purpose of that organization.

2. Collection of incidental expenses, e.g., to defray costs of coffee and beverages.
- F. Limitations on Commercial Sales or Fundraising Activity: The meeting rooms may be used for not-for-profit activities only.
1. Uses involving the marketing, sale or solicitation for the future sale of commercial products or services are prohibited.
  2. Use of the Winn Room as a place to conduct regular business or as a place to hold office hours is prohibited.
  3. Commercial sales or fundraising activity, physical or virtual, is prohibited except that the Library or the Friends of the Library may sell books, media, or premium event add-ons when the Library Services Director determines that such sales relate to or augment lectures, author appearances, or other Library or City Sponsored Use.
- G. Uses Must be Open to the Public. Uses in the Winn Room must be open to the public subject to capacity limits, except that uses for children's programming may require participating adults to be accompanied by a child (under 18 years of age). Coronado-based non-profit community groups may book a non-public event.
- H. Library Rules of Conduct. All attendees must adhere to the Library's Rules of Conduct.
- I. Community Benefit. Use of the meeting rooms by any group or organization for Non-Library or Non-City Sponsored Programming is limited to civic, cultural, educational, informational or charitable purposes in furtherance of the mission of the Coronado Library and for the benefit of the community of Coronado.
- J. No Library Endorsement. Use of a meeting room by any group or organization for a Non-Library or Non-City Sponsored use does not in any way constitute an endorsement by the library of the group or organization, its activities, or of the ideas and opinions expressed.
- K. Non-Library or Non-City Sponsored Program Publicity Materials. Publicity materials for Non-Sponsored Use may recite the library name, address and appropriate room designation only. Publicity may not identify or imply the library as a sponsor. The library phone number shall not be used as a contact number, nor shall groups use the library as a mailing address. The

advertisement or publicity materials (flyers, brochures, social media posts, etc.) shall include the following information:

1. Groups shall identify themselves as the host of the use and shall not name, or use the logos of, the Coronado Public Library or City of Coronado. Groups shall clearly explain that the use is free and open to the general public.
  2. If a group seeks registration, the advertisement or publicity may only indicate that registration is desired but not necessary for attendance.
  3. Advertisements and publicity materials shall not include announcements of any charges or donations being solicited or required for admission.
  4. Advertisements and publicity materials shall contain all of the details including the day, date, time, and description, as well as the name of the sponsoring group and their contact information (phone numbers or email addresses) for more information or questions.
- L. Complaints. Complaints regarding the implementation of meeting room policies, or a program presented in a meeting room shall be submitted in writing to the Director of Library Services. The Director of Library Services shall consider and if possible, resolve the complaint. If, after reasonable efforts, the complaining party and the Director of Library Services cannot come to a resolution, the Director of Library Services shall refer the complaint to the Coronado Library Board of Trustees who shall hear and finally act on the complaint at a regularly scheduled meeting. All steps in the complaint process shall be formally documented.

V. Additional Rules and Conditions

A. General Room Rules:

1. Check In. On the day of the booking, room users must check-in with library staff before and after the use.
2. Bookings are Non-Transferable. Room reservations are not transferable. Only the person or entity that booked the room may use the room for the reservation.
3. Disruptive Uses Prohibited. Room uses that would interfere with the library's operation by causing excessive noise, a safety hazard, or security risk are prohibited. The library retains the right to stop uses that were approved but are disruptive in the above manner. Participants must comply with all library policies and shall

immediately cease actions deemed in violation of these policies upon request.

4. Failure to Comply with Rules. Breaches of the rules and regulations contained in this policy, or failure to notify of cancellation, will terminate future booking privileges.
5. Food and Drink. No alcohol is allowed for sale, service, or consumption for Non-Library or Non-City Sponsored events. Light snacks and covered drinks are permitted within the rules of the library. The groups must furnish all items, except coffee pot. Each group is responsible for supplying coffee, tea, cream, sugar, cups, plates, forks, spoons, napkins, etc. A cleaning fee may be assessed.
6. Non-Library or Non-City Sponsored Winn Room Reservations. The Winn Room is reservable for Non-Library or Non-City Sponsored Use during regular business hours on:

Monday through Thursday:	9:00 a.m. to 8:30 p.m.
Friday	9:00 a.m. to 5:30 p.m.
Saturday:	10:00 a.m. to 5:30 p.m.
Sunday:	1:00 to 4:30 p.m.

Full availability is not guaranteed each month. Reservations are first-come, first-serve. Library- or City-sponsored uses may be scheduled in these time periods. The hours of availability will be established and reviewed by the Board of Trustees at least annually.

- (a) The Winn Room cannot be booked more than 90 days in advance.
- (b) Reservations must be for a minimum anticipated attendance of 12.
- (c) Reservations are for a maximum of three hours including set-up and break-down.
- (d) Reservations are for a maximum of one (1) use per week.
- (e) Reserving entities may be contacted to shift to alternate City facilities to accommodate room use demands.
- (f) Any non-cancelled reservations will count toward the one allowable reservation per week.

7. Non-Library or Non-City-Sponsored Conference Room Reservations. The Conference room is reservable for Non-Library and Non-City Sponsored Use during regular business hours.
  - (a) The Conference Room seats two to twelve people (2-12). A booking will be forfeit if there are not at least two people using the room.
  - (b) Reservations may be made online up to 30 days in advance. When not in use, the room may be reserved on a walk-in basis at the Reference Desk.
  - (c) Reservations are for a maximum of three (3) hours and cannot be booked consecutively (back-to-back).
  - (d) Reservations are for a maximum of two (2) uses per week.
  - (e) All Library rules and regulations apply to the Conference Room.
  - (f) Any non-cancelled reservations will count toward the two allowable reservations per week.
  
8. Equipment and Furniture. Use of microphones, DVD/CD player, projector, podium, and other available equipment is free, but subject to availability. Staff must be consulted for support before using equipment. The library cannot accept responsibility for the use, storage, damage or loss of equipment brought to the library by the booking group. The booking party is responsible for the set up and break down of furniture before and after the use.
  
9. Winn Room Piano. Use of the Winn Room piano is primarily reserved for public performances sponsored by the Library. Use of the Winn Room piano may also be provided to other Winn Room users. Advance approval from the Library Director is required for all uses of the Winn Room piano. One scheduled rehearsal with the piano is permitted prior to a pre-approved piano performance. Use of the Winn Room piano will only be approved for individuals who are professionally trained pianists.
  
10. Winn Room Use Liability Insurance. Pursuant to City of Coronado requirements, a copy of liability insurance endorsement in the amount of \$1,000,000 naming the City of Coronado as an additional insured is required. Such insurance is to cover any liability resulting from such Non-Library or Non-City Sponsored use of the Winn Room.

VI. The foregoing conditions notwithstanding, the Library Board of Trustees reserves for itself the right to cancel or terminate any use agreement, with or without notice, and with no obligation.