

Room booking policies:

There is no charge to use library meeting rooms.

All events must be free to attend and no sales, solicitation or commercial marketing activity are allowed.

All events must be open to the public. Only Coronado based not-for-profit community groups and Coronado based Home Owners Associations may book a non-public event. Otherwise private bookings may only be made for the library's conference room (seats 12).

The library may not be listed as a sponsor or co-host without prior approval. Groups may apply to provide a library sponsored program if the event offers a public service deemed within the mission of the library, at the discretion of the Library Director.

The library does not provide marketing for non-library sponsored events.

On the day of the booking, room users must check-in with library staff before and after the event.

Religious organizations may book rooms for secular purposes but not for religious ceremony or worship.

Room usage permission is not transferable.

Breaches of these policies or failure to notify of cancellation will terminate future booking privileges.

Food and drink. No alcohol allowed. Light snacks and covered drinks are permitted within the rules of the library. However, serving food requires payment of a \$25 non-refundable cleaning fee. In the Winn Room, payment of this fee also provides use of the kitchen. Fee may be paid by cash, check or card at the front desk.

Limitations on frequency of use: No more than two bookings are allowed per month. The Winn and Ruby Rooms cannot be booked more than 90 days in advance; the conference Room cannot be booked more than 30 days in advance. Exceptions: not-for-profit Coronado community groups, Coronado based Home Owners Associations, or library sponsored events may be eligible to book regularly scheduled recurring days of the week or month. Contact iweston@coronado.ca.us, 619-522-2482.

Equipment:

Use of microphones, DVD/CD player, projector, podium etc 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 event.

Agreement:

Groups sponsoring or conducting activities deemed moderate or high-risk must provide a copy of liability insurance in the amount of \$1,000,000 naming the City of Coronado as an additional insured.

By clicking 'agree', I the applicant have read and agree to these policies and hereby agree to indemnify the City of Coronado from all claims arising out of the use of public property by the applicant.