

BENICIA PUBLIC LIBRARY POLICY MANUAL

MEETING ROOM POLICY BENICIA PUBLIC LIBRARY

The Library's meeting rooms are intended primarily for official business of the Library and City of Benicia. At other times, the meeting rooms are available for meetings of a civic, cultural, or educational character. Activities proposed for the meeting rooms shall not interfere with the use of the building, grounds, or equipment for Library purposes. The Library meeting rooms are not available for social gatherings such as birthday parties or weddings, etc.

The Board of Trustees of the Benicia Public Library established the following policy regarding use of the Library's meeting rooms. The Library Director or an authorized representative has authority to issue permits for the use of the Library meeting rooms and grounds, subject to the conditions and requirements set forth here.

AVAILABILITY

The Benicia Public Library has two meeting rooms, with several configuration options, available for use by the community. Certain equipment, listed below, is also available for use by renters of the rooms.

1. Meeting rooms

- A. The Edna Clyne Conference Room has a conference table that seats 10, and 10 additional chairs. Room capacity: 20
- B. The Doña Benicia Meeting Room can seat up to 100 people in theatre style. There are 100 chairs and 10 tables available for use. The room can be divided into two parts, seating approximately 50 people each. The north side has a small kitchenette attached, which contains a sink and a microwave oven. A rose garden suitable for a group function is accessible through the outside meeting room doors. Organized use of the rose garden needs to be booked through the Library.
- C. The Library facility itself is not available for use.

2. Equipment

- A. The following equipment is available for use in the meeting rooms if scheduled in advance: portable dry-erase marker board, dropdown screen (south side of room), projector, fireplace key (north side of the room), podium, and public address system. (The Library does not provide dry-erase markers.)
- B. Doña Benicia Room Kitchenette is available for use with either meeting room if scheduled in advance. The kitchen alcove on the north side of the Doña Benicia Room contains a sink and a microwave oven. The kitchenette may be used for making coffee or serving light refreshments. A coffee maker is available upon request. The Library does not provide any other kitchen equipment or supplies. Food may be catered in.

BENICIA PUBLIC LIBRARY POLICY MANUAL

3. Times

The meeting rooms are available on a per-hour fee basis during the Library's open hours:

Monday - Thursday	10 AM – 9 PM
Friday - Sunday	12 PM – 6 PM

Hours of scheduling shall include the total time required for the meeting, from the time of the group's first arrival for set-up to the time the room is returned to its original condition and vacated. When the room is reserved, the person making the application will state when the meeting will end. Rooms must be vacated at least 15 minutes before the Library's closing time. Any individual or group that has not returned the room to its original condition and vacated the room by 15 minutes before closing time will forfeit their cleaning deposit and be denied future use of the room.

4. Hourly Fees

Meeting room fees will be determined by the Master Fee Schedule.

5. Deposit

A cleaning and damage deposit is required for security as determined by the Master Fee Schedule. If the room is vacated clean and with no damage, the deposit will be refunded. Organizations or individuals that frequently rent the room may leave a standing deposit if they so choose.

6. Alcoholic Beverage Requirements

Alcoholic beverages may be consumed only with advance approval of the Library Director and payment of appropriate City (see #8 below) and Alcoholic Beverage Control Board fees. Intent to serve alcohol must be indicated on your room rental application.

If you serve alcoholic beverages, exchange money for or sell alcoholic beverages, a license must be obtained from the Alcoholic Beverage Control Board (ABC). This includes direct exchange of money for beverages, purchase of tickets that may be exchanged for beverages or purchase of dinner or event ticket that includes the service of alcoholic beverages. To obtain your permit, the ABC Board requires an approval letter signed by the Chief of Police. Please contact the Benicia Police Department (707) 746-4265 to obtain this letter.

Alcoholic beverages may NOT be served to minors.

7. Insurance

Insurance is required to rent this facility. The proper insurance coverage can be acquired through homeowner's insurance or other insurance policy. Insurance information must be submitted to the City of Benicia 30 days before your rental date. For most events the required general liability insurance limit is two million dollars. The general liability insurance limit may vary depending on the type and scope of your event.

BENICIA PUBLIC LIBRARY POLICY MANUAL

For your convenience, insurance can be purchased through the City of Benicia. To acquire coverage, please completely fill out the insurance request form attached and deliver it to the City Attorney's office at City Hall. An insurance certificate for your event will be mailed directly to you and should be retained for your records. A copy should also be given to the Library. Insurance quotes are subject to change.

Please note that many types of events listed on the insurance request form are not permitted in the library's meeting rooms.

8. Miscellaneous fees

Alcoholic Beverage Fee and refundable clean-up/damage deposit will be determined by the Master Fee schedule

Any damages discovered or extra or unusual cleaning found necessary by the Library Staff after you leave will be the responsibility of the applicant and may result in the forfeiture of the cleaning deposit and/or additional restitution as required to return the room to its original condition.

RESERVATIONS

Library and City functions have first priority, and staff can reserve the rooms for such purposes up to one year in advance. When the rooms are not in use for Library or City business, residents and Benicia-based groups may rent the room on a first-come, first-served basis. Reservations for the next calendar year can be made starting October 1. . Non-residents may rent the rooms when they are not in use by Library or City staff or Benicia residents. Prospective renters may check with the librarian at the Reference Desk as to the availability of the room(s) for a particular time slot.

No later than one week before the proposed meeting date, an individual or organization must fill out the Meeting Room Application form and pay the appropriate room rental fee, cleaning deposit, and, where applicable, alcoholic beverage fees. If a room is rented and not used, the individual or organization is responsible for canceling the room rental. If the room reservation is not canceled and the room is not used, the Library will keep the pre-paid rental fee but will return the cleaning deposit. Room rental will be returned if the meeting is cancelled up to one week prior to the meeting date.

1. You must be 18 or older to rent the Library's meeting rooms and must hold a valid Benicia Library card or driver's license.
2. Responsibility for use of the meeting rooms is not transferable from one organization to another. The individual signing the application shall be held responsible for meeting the terms of the rental agreement.
3. The Library reserves the right to cancel or deny permits at any time when the rooms are required for Library use.

BENICIA PUBLIC LIBRARY

POLICY MANUAL

RULES FOR USE

1. All events held in meeting rooms must be open to the public. No admission may be charged, with the following exceptions: With permission of the Library Director, accredited academic institutions may charge registration fees for classes being conducted on the premises. In addition, the Library may charge an admittance fee for fundraising activities. Conducting any type of business for personal gain or any service for a fee is prohibited. Purchase of materials as a condition of program attendance is prohibited. Materials or products that complement the meeting or are produced by the presenter may be offered for sale in the meeting rooms, but shall not be sold in the Art Gallery, Library Foyer, or Library itself. If items are sold, a donation of 15% of sales to the Library is required. The Library must be held harmless in case of injury or damage due to any product sold at a program held in the Library.
2. The Library Director or an authorized representative has authority to give permission for alcohol consumption in the Library meeting rooms and grounds, subject to the guidelines set in the Alcoholic Beverage Requirements above.
3. Any petitions or solicitations taking place within a meeting may not extend into the Library proper.
4. Meeting rooms may not be used by profit-making ventures or by representatives of profit-making companies and/or organizations to advertise or sell their goods or services (i.e., a Tupperware party is not an acceptable use of the rooms, but Tupperware could reserve the room for a staff-development workshop).
5. Except in the case where the Library is co-sponsoring an event with an outside organization, groups not associated with the Library must ensure that any promotional material advertising their meeting shall not claim that the Library is presenting, sponsoring, promoting, or endorsing their meeting. The presence of a group in the Library does not constitute endorsement by the Library of their ideas and values.
6. No individual or group shall store materials in the Library.
7. Activities for minors must be supervised by responsible adults with a ratio of at least one adult for every 15 minors.
8. Neither the Library nor the City will provide set-up. The applicant is responsible for setting up the room in the desired arrangement and returning the room to the condition in which it was found. The privilege of future use will be withdrawn and the deposit will be forfeited if the room is not left in good condition.
9. The room capacity shall not be exceeded.

BENICIA PUBLIC LIBRARY

POLICY MANUAL

10. The Library Director or a representative may cancel meeting room use privileges for failure to observe the rules and regulations.
11. Smoking is prohibited. Pets are strictly forbidden, with the exception of service dogs.

LIABILITY

1. The Library is not responsible for loss of or damage to individual or group property before, during, or after the meeting.
2. All individuals or groups using the Library meeting rooms will agree to hold the Benicia Public Library and the City of Benicia harmless from any loss, damage, liability, costs, and/or expenses that may arise during or to be caused in any way by such use of the Library facilities.
3. The individual or group renting the room is solely responsible and answerable financially for any and all accidents or injuries to persons or property resulting from the use of the Library meeting rooms. The individual or group renting the room is responsible for the control and supervision of all people in attendance during their usage of the facility and shall take care to see that no damage is done to the facility and that all attendees conduct themselves in an orderly fashion.

EXCEPTIONS

Exceptions to this policy may be granted by the Library Director. The Library Director's decisions may be appealed to the Library Board of Trustees.

Adopted: March 22, 1993
Revised: July 25, 1993
Revised: December 16, 1996
Revised: February 13, 2001
Revised: July 10, 2006
Revised: April 9, 2007
Revised: August 11, 2008
Revised: July 21, 2009
Revised: October 9, 2018

//MtgRooms//