



Policy No.: GVL-006  
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## GOLETA VALLEY LIBRARY

### MULTIPURPOSE ROOM RENTAL POLICY

#### **PURPOSE**

The purpose of the Library meeting room is to support the services, activities, and function of the Goleta Valley Library. The Goleta Valley Library provides public access to meeting rooms to encourage library use and to facilitate the Library's role as a center of community activity.

#### **GENERAL RULES FOR USE OF MEETING ROOMS**

##### **Publicity & Flyers**

1. Publicity notices promoting a meeting or event being sponsored by an outside group or organization must include the disclaimer: **"The Goleta Valley Library does not advocate or endorse the viewpoints of the meetings or meeting room users"**.
2. Publicity notices/program flyers promoting a meeting must be shown to the Library Director or his/her designee for approval prior to distribution to ensure the disclaimer is present.
3. Applicant wishing to put up displays or decorations must first obtain permission to do so. Items shall not be taped or tacked to painted walls.
4. Only library programs and library co-sponsored programs will be advertised on Library calendar and social media.
5. Flyers or notices relating to the meeting may only be posted on the Library community board by Library staff. Posting of flyers or literature of any kind – on library doors, walls, posts, windows, or grounds is not allowed at any time.

##### **Access to Space**

1. Applicant must be in attendance for the entire time the reservation is in effect.
2. For groups composed primarily of minors, applicant agrees to have one adult in attendance in a supervisory capacity for every five (5) minors.
3. The use of chairs, tables, and/or lectern may be reserved, subject to availability, on the Application for Use of Meeting Room. No equipment or furnishings (tables, chairs, etc.) shall be removed from the premises of the meeting room. The sponsoring organization shall be responsible for setting up chairs and other equipment, for restacking chairs at the close of the meeting, and for leaving the room as they found it.
4. Library open hours are accessible online at [www.goletavalleylibrary.org](http://www.goletavalleylibrary.org). With prior arrangement, meeting rooms may be used during certain non-open hours.

### **Activities During an Event**

1. The meeting rooms are to be used for stated purpose only.
2. The sponsoring organization will be solely responsible for providing and operating its own equipment, displays, and other materials used at the meeting, including audio-visual equipment.
3. Authorized individuals and groups shall report to Library staff any irregularities, serious problems, or emergencies related to the use of the meeting rooms as soon as possible. **If no staff is present during an emergency, individuals or groups should immediately call 911.**
4. Library staff is not available to supervise, nor help with any non-library activities or meetings.
5. The set-up and break-down of the event is considered as part of the rental time.
6. Refreshments may be served. However, the rooms must be left in its original condition of cleanliness and configuration upon leaving. Alcohol may be served, providing a one-day alcohol license is presented with application. Contact the Department of Alcoholic Beverage Control at (805) 289-0100 for details. Proof of said license will be required at all times during the event.
7. The meeting rooms may not be used for the sale or exchange of goods and services other than those that are library-sponsored.
8. Groups may show films when they present written proof that the group has public performance rights to show the film in the Library.

### **Public Access**

1. Meetings and events must be open to the public with the exception of certain City, County, State, or Federal Government meetings. Doors to the meeting rooms must remain open at all times unless Library Administration agrees or requests to close the doors to reduce excess sound into the Library.
2. Meetings must be free of any charge and/or solicitations for commercial transactions or membership other than those that are library-sponsored.

### **Obeying the Rules**

1. Authorized individuals and groups shall agree to comply and accept all policies, rules and regulations pertaining to the use of Library property. The Goleta Valley Library's Rules of Conduct is accessible online at [www.goletavalleylibrary.org](http://www.goletavalleylibrary.org) and incorporated herein by reference. Any violation of said policies, rules, and regulations shall be cause for event cancellation and immediate departure from the Library. Authorized individuals or groups shall be solely responsible for the conduct of members or participants in any activity authorized to be held and for the use of damages, mistreatment or theft of Library property or exhibited materials, and to pay the cost of any repairs or replacement therefore.
2. Smoking is not allowed on Library property.
3. To ensure fire safety, at no time shall any exits be covered or obstructed during the event.
4. Pursuant to fire regulations, the room capacity may not be exceeded. Organizations using the Meeting Room are responsible for enforcing fire safety occupancy limits.

5. Permission may be withheld from person(s) or groups that have caused damage to the meeting rooms, caused a disturbance, or failed to comply with the Library's rules and regulations.
6. User shall indemnify, defend and hold harmless the City, its directors, officers, and employees, from and against all injuries, losses or damages arising out of, or relating to, User's use of the City's meeting rooms.

### **Applying for Use of Meeting Rooms**

1. The Library Director or designee will approve or disapprove the application. If received by mail, a confirmation and appropriate forms will be mailed to you.
2. The authorized individual reserving the room must be eighteen (18) years of age and show valid governmentally-issued identification.
3. No person(s) or group may assign its reservation to another group.
4. The meeting rooms are available on a first-come, first-served basis. Library meetings take precedence over all other use. The Library reserves the right to change meeting rooms or cancel use of meeting rooms by an outside organization if the Library Director determines the space is needed for Library purposes. As much notice as possible beforehand will be provided to the group(s) affected by a change.
5. Approval for use of meeting room or exhibit space is only confirmed once the Library Director or designee has signed the application form and full payment has been received. **Full payment must be made at the time of application. Checks should be made payable to the City of Goleta.** Event dates will not be held or confirmed before an application is approved and payment received.
6. The Goleta Valley Library must be informed of any cancellations. Refunds will be given with written notice of cancellation at least seven (7) days prior to the event.
7. Permission to use the meeting rooms or galleries is not transferable.
8. Reservations may be made no more than three (3) months in advance. No group may consider the Library its permanent meeting place or use the Library as its mailing address.
9. Reservations are limited to a maximum of three (3) separate dates within a six (6) month period for a program/workshop series.

### **Fees for Use of Meeting Rooms**

1. The fee for the use of the Multipurpose Room by non-commercial organizations for the first three hours will be \$50. Each additional hour will be \$25.
2. The fee for the use of the Multipurpose Room by commercial organizations for the first three hours will be \$125. Each additional hour will be \$60.
3. The fee for the use of the Conference Room by non-commercial organizations for the first three hours will be \$20. Each additional hour will be \$15.
4. The fee for the use of the Conference Room by commercial organizations for the first three hours will be \$50. Each additional hour will be \$25.
5. All meeting room fees are subject to the City's adopted User Fees and Charges Schedule. Please see the City's User Fees and Charges Schedule for additional information.