

GOLETA VALLEY LIBRARY

COMMUNITY ROOM RENTAL POLICY

PURPOSE

The purpose of the library meeting room (the “Community Room”) is to support the services, activities, and function of the Goleta and Santa Ynez Valley Libraries. Goleta Valley Library provides public access to the Community Room 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. Groups who have rented the Community Room (the “Group”) may post signs regarding their meeting in the Community Room only. Groups who rent the Community Room and post signs must take those signs down at the conclusion of their meeting.
2. Publicity notices promoting a meeting or event being sponsored by the Group must include the disclaimer: “**The Goleta Valley Library does not advocate or endorse the viewpoints of the meetings or meeting room users**”.
3. Publicity notices/program flyers promoting a meeting of the Group must be shown to the City Librarian or designee for approval prior to distribution to ensure the disclaimer is present.
4. The Group must first obtain permission to put up displays or decorations. Items shall not be taped or tacked to painted walls.
5. Only library programs and library co-sponsored programs will be advertised on the library calendar and on the Library’s social media.
6. Flyers or notices relating to the meeting may be posted on the library community board by Library staff only. 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. The individual who applies or a designated individual on the application for the Community Room rental must be in attendance for the entire time the reservation is in effect.
2. For groups composed primarily of minors, the Group 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. Reservations must take place during Library open hours, which are accessible online at www.goletavalleylibrary.org.

Activities During an Event

1. The meeting rooms are to be used for stated purpose only.
2. The Group 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, with any costs of clean-up incurred by the library to be paid by the Group. The Group shall remit payment upon 10 days of receipt of an invoice from the City.). 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, unless authorized in writing by the City Librarian.
8. Groups may show films when they present written proof that the group has public performance rights to show the film in the library.
9. Meetings shall be limited to no more than 110 persons, meaning that at no time shall there be greater than 110 persons attending the event at the Community Room (overflow of attendees shall count toward the 110-person occupancy limit).

Public Access

1. 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 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 of 110 persons may not be exceeded. Organizations using the Meeting Room are responsible for enforcing fire safety occupancy limits.
5. The Group shall not and shall not allow any of its attendees to block any parking spaces or drive aisles and otherwise interfere with traffic circulation in the library parking lot.
6. 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.

7. The group renting the Community Room 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 City Librarian or designee will approve or disapprove the application. If received by mail, a confirmation and appropriate forms will be mailed or e-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 City Librarian 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 City Librarian 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 **six (6)** months in advance ***unless the reservation is made with an existing Community Room Gallery Space reservation.*** No group may consider the Library its permanent meeting place or use the Library as its mailing address.
9. The total number of reservations may not exceed twelve (12) bookings within a 12-month period.
10. Groups cannot reserve the Community Room before opening hours of operation.
11. If checking out a Library key, the key must be returned the same business day as the reservation. Return instructions and lock-up instructions will be provided by Library staff upon check-out of the key. A replacement fee will be charged for a lost key to rekey the facility.
12. There is no charge for Library sponsored programs.

Fees for Use of Meeting Rooms

1. The fee for the use of the Community Room by non-commercial organizations for the first three hours will be \$63. Each additional hour will be \$26.
2. The fee for the use of the Community Room by commercial organizations for the first three hours will be \$149. Each additional hour will be \$68.
3. 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.