

RCPL • • • MEETING ROOM POLICY-PUBLIC USE



Eligibility for use of the room:

- The Redwood City Public Library is pleased to make the meeting rooms available to the Redwood City community free of charge for: civic, educational, non-profit and cultural groups or organizations.
- The rooms are **not** available for partisan political meetings, social purposes, or for the benefit of private individuals or commercial concerns.
- As these rooms serve the Redwood City community, the individual assuming responsibility for the use of the rooms **must hold a valid Redwood City Library card.**
- Requests for use of the rooms will be approved by the Library Director according to the following priorities:
 1. Library-sponsored or related meetings and programs.
 2. City-sponsored or related meetings and activities.
 3. Educational or training programs and meetings associated with a public agency.
 4. Community-oriented groups (meetings must be open to the public).
- **Regular library service must take precedence over all other activities and the use of the meeting rooms must not interfere with the operation of the library.**
- No admission fees may be charged or solicited by the user nor may any item or service be sold or advertised. (Exceptions may be made for library-sponsored programs.)
- The Library Director reserves the right to refuse the use of the rooms whenever, in the Library Director's best judgement, such use would be inappropriate or doesn't conform to these policies. The Library Director also reserves the right to cancel advance reservations if the rooms are required for a library or city staff meeting.
- The name, address and phone number of the library may not be used as the official address of any organization using the meeting rooms (except the Friends of the Library and the Friends of Literacy); nor may any non-library group using the meeting rooms publicize its activities in such a way as to imply library sponsorship.
- If a flyer or written announcement of the event is used, the following disclaimer must be included:

"The meeting space is provided as a community service by the City of Redwood City. The City neither sponsors nor endorses this event nor the presenting individual or organizations."

Reservations:

- Meeting room reservations are subject to availability and must be made through the library administrative office during regular business hours, 8:30 AM - 5:00 PM, Monday through Friday. **Phone number: 780-7061.**
- A telephone reservation is *tentative only*. A completed and approved application must be on file in the library within 7 days of the tentative booking or your reservation will be canceled. Meeting room applicants will be contacted upon approval. Requests will be granted in the order in which they are received under the previously listed priorities.
- Meetings are booked for the current calendar year. Bookings for the following calendar year may be made starting October 1st.
- No group may reserve the rooms more than once per week, or for more than a total of 8 hours per month unless by special arrangement.
- In the case of a cancellation, the individual responsible for the meeting room reservation must notify the library as soon as possible in order for the room to be made available to others.

Hours available:

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Community Room	8:30AM - 9PM	8:30AM - 9PM	8:30AM - 9PM	8:30AM - 9PM	8:30AM - 5PM	10AM-4:30PM	<i>Not Available</i>
Small Meeting Room	10AM-9PM	10AM-9PM	10AM-9PM	10AM-9PM	10AM-5PM	10AM-5PM	<i>Not Available</i>

- Reservations made during the above hours must include set-up and clean-up time as well as meeting time.

Capacity:

	Minimum	Maximum
Community Room	5	100
Small Meeting Room	3	15

- Smaller groups will be booked into the Small Meeting Room and larger groups will be given preference for the Community Room.

Equipment:

	Chairs	Tables	Extras
Community Room	100	6	1 projection screen 1 lectern 1 projector stand 1 easel 4 garbage containers sink/coffeepot
Small Meeting Room	18	4	1 easel sink 1 projection screen

- Any additional equipment must be furnished by the user and must be in accordance with the meeting room's policy.

Maintenance:

- Each group is responsible for setting up the Community Room in any manner that it wishes.
- Each group is responsible for returning the room to the way in which it was found (i.e. re-stacking chairs, tables, cleaning countertop, etc.). The rooms must be left in a clean and orderly condition. Garbage containers and paper towels have been provided in each room in order to accomplish this.
- No smoking is permitted.
- Since cooking facilities are not available, only light refreshments may be served. Alcohol may not be served in any City facility.

Failure to observe these regulations will result in refusal of future use of the meeting rooms. Should there be any damage to the room or its contents, the individual responsible for the reservation will be held liable.

**Library Board of Trustee
1044 Middlefield Road
Redwood City, CA 94063**

August 2008

