

# DALY CITY PUBLIC LIBRARY

## PUBLIC USE OF THE LIBRARY COMMUNITY MEETING ROOM

The Daly City Public Library is pleased to provide a Library Community Meeting Room for public use at the Serramonte Main Library, 40 Wembley Drive. Library Community Meeting Room use is intended to enhance the Library's educational, informational, recreational and cultural mission.

### **Priorities of Use**

The Department of Library and Recreation Services schedules the Library Community Meeting Room for use by groups in the following priority:

- a. Library and Library-related or co-sponsored activities and programs,
- b. City of Daly City official business,
- c. Other governmental and civic entities serving Daly City and Colma residents,
- d. Local not-for-profit organizations engaged in educational, cultural, intellectual, charitable or community activities.

### **1. Reservations**

Groups wishing to use the Library Community Meeting Room for the first time must submit an application which will be reviewed to ensure the proposed use is compatible with this policy. The individual assuming responsibility for the meeting must be 18 years or older and have a valid Daly City Public Library card. Once approved by the Director of Library and Recreation Services or his or her designee, groups may reserve the room online or by telephoning (650) 991-8023.. Allow up to five business days for approval of reservations. Reservations may be made up to six months in advance. All Library Community Meeting Room use by the public is subject to Library Community Meeting Room availability. Reservations are made on a first-come, first-served basis. Unforeseen need to use the Library Community Meeting Room by the Library or City of Daly City departments may preempt a group's reservation.

### **2. Rules for Public Use**

The following rules apply when the Library Community Meeting Room is used:

- a. Gatherings may not exceed 49 people, the posted room capacity.
- b. Groups may not charge admission fees for any Library Community Meeting Room event.
- c. All meetings and activities must be open to the public.
- d. Private events or social uses such as parties or play groups are not permitted.

- e. Commercial uses and advertising, solicitation of donations, raffles, collections, or sales are not permitted, with the exception of Library-sponsored author events where books may be sold.
- f. The Library Community Meeting Room is available only during Library public service hours. All groups must vacate the Library Community Meeting Room at least 15 minutes prior to the Library's closing time.
- g. Groups may reserve the Library Community Meeting Room for a maximum of two meetings per month and no more than twelve times per year.
- h. Groups may not use the Library's name, address or telephone as the official address of the group using the Library Community Meeting Room.
- i. Groups may not publicize their activities in such a way as to imply Library sponsorship, except when authorized by the Director of the Department of Library and Recreation Services or his or her designee.
- j. Individuals may not smoke, consume alcoholic beverages, or cook in the Library Community Meeting Room.
- k. Groups may serve non-alcoholic beverages and light refreshments. The Library does not provide utensils or other supplies.
- l. Groups may hang signs, posters, displays or other decorations in the Library Community Meeting Room and are responsible for their removal.
- m. Library Community Meeting Room users are restricted to use of the Library Community Meeting Room and public restrooms. Attendees may not enter other non-public areas of the Library, nor shall they use outdoor areas of the Library as part of their Library Community Meeting Room use.
- n. Use of the Library Community Meeting Room shall not conflict with normal Library operation or with Library sponsored meetings, programs or activities. Groups will adhere to standard norms of conduct and keep noise levels consistent with the proper atmosphere of the Library at all times.
- o. The Library reserves the right to modify or cancel reservations with reasonable notice based on the operational needs of the Library and eligibility priorities outlined in this policy.
- p. The Library may deny future use of the meeting room by groups that violate meeting room rules.

### **3. Amenities**

We are happy to make the following available for group meetings:

- Seating for up to 49 people,
- Folding tables,
- An 80" widescreen television with VGA and HDMI connections,
- Wireless internet,
- White board, and
- Sink and counter that may be used for preparation of light refreshments.

Setup of tables and chairs is the responsibility of the Library Community Meeting Room user. Furniture should be returned to its original arrangement at the end of the meeting.

Endorsed by the Daly City Public Library Board of Trustees: 6/15/10, 11/19/19

Revised: 11/5/98; 8/21/01; 11/20/01; 8/26/08; 6/14/10 per City Council Ordinance; 10/19/10; 08/21/12