LIBRARY COMMISSION
Main Library Meeting Room
835 C Street, Hayward, CA 94541
November 16, 2015
6:30 PM

A G E N D A

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

4. Approval of Minutes

5. Public Comment

   This section provides an opportunity to address the Library Commission on items listed on the agenda, as well as other items of interest. The Commission welcomes comments and requests that speakers present their remarks within established time limits. (Individual comments are set at a 3-minute time limit; comments on behalf of a group are set at a 5-minute time limit.) As the Commission is prohibited by State law from discussing items not listed on the agenda, your item will be taken under consideration and may be referred to staff.

6. New Business
   a. Discussion of Library Meeting Room Policy

7. Reports
   a. Director of Library and Community Services
   b. Friends of the Hayward Public Library
   c. Library Commissioners
   d. City Council Liaison

8. Agenda Building

9. Adjournment

CITY OF
HAYWARD
HEART OF THE BAY

LIBRARY COMMISSION

MEETING MINUTES
REGULAR MEETING OF OCTOBER 19, 2015
MAIN LIBRARY MEETING ROOM
835 C STREET, HAYWARD, CA 94541

I. CALL TO ORDER.

Commissioner McAllister called the meeting to order at 6:30pm.

II. PLEDGE OF ALLEGIANCE.

All in attendance recited the Pledge of Allegiance.

III. ROLL CALL

Present:	Bufete, Lowe, McAllister, Murillo, Reynoso, Rogers, CM Jones
Absent:	Bergeron
Staff:	Sean Reinhart, Director of Library and Community Services
	Rachael McNamara, City of Hayward Analyst
	Lindsey Vien, Education Services Manager

IV. APPROVAL OF MINUTES FROM JUNE AND SEPTEMBER 2015 MEETINGS

Motioned by Commissioner Bufete to approve the June 2015 Library Commission Minutes: seconded by Commissioner Reynoso: motion passed 5-0-1.

Motioned by Commissioner Lowe to approve the September 2015 Library Commission Minutes; seconded by Commissioner Reynoso; motion passed 6-0-0.

V. PUBLIC COMMENT

Director Reinhart reintroduced Lindsey Vien, Education Services Manager to the Commission.

VI. NEW BUSINESS – NEXT STEPS IN THE 21ST CENTURY LIBRARY AND HERITAGE PLAZA PROJECT AND ELECTION OF COMMISSION CHAIR AND VICE-CHAIR

Motioned by Commissioner McAllister for the current slate of Chair and Vice-Chair,

occupied by Commissioners McAllister and Bufete respectively, be continued for the 2015-2016 year; seconded by Commissioner Bufete; motion passed 6-0-0.

Director Reinhart let the Commission know next steps on the 21st Century Library Project, the first of which is PG&E shifting unground utilities that currently run under C Street and the site location. Policies regarding the on-site café, staffing and meeting rooms will start to be developed over the next months.

VII. REPORTS

Director Reinhart thanked the Commission for their work towards, and attendance at, the 21st Century Library Groundbreaking Ceremony. Commissioner McAllister reported that the Friends intend to increase fund raising activities, specifically activities relating to the fundraising campaign for 21st Century Library programing needs. Commissioner Bufete also commented on the Groundbreaking Ceremony. Council Member Greg Jones echoed previous compliments on the Groundbreaking ceremony. CM Jones also stressed that he hopes to work to find a way to have the new library open seven days a week.

VIII. AGENDA BUILDING

-21st Century Library Project Updates
- -Meeting Room Use and Rental Policies
- -Heritage Plaza Programming and Planning
- -Staff Programming

IX. ADJOURNMENT.

The meeting adjourned at 7:00 pm.

HAYWARD PUBLIC LIBRARY
Application for Use of Meeting Room

_____ Hayward Main Library _____ Weekes Branch Library

Name of Organization/Group _____

Purpose of Meeting/Proposed Use of Facilities _____

_____

Date(s) Needed _____

Hours Needed _____ through _____

Number of people expected _____

Specify any fees to be charged or sales to be conducted _____

Person making request _____
(applicant)

Address _____ City _____ Zip _____

Phone Number _____ (Days) _____ (Evenings)

E-Mail _____ FAX _____

In consideration of the City of Hayward and the Hayward Public Library allowing our organization to use a Meeting Room of the Hayward Public Library, I do hereby certify on behalf of the members of the above organization that we do hereby assume the defense of and shall indemnify and hold harmless the City of Hayward, the City's officers, officials, directors, employees, and agents from and against any or all loss, liability, expense, claim, costs, suits and damages of every kind, nature and description occurring in, on, or about the Hayward Library property area, or resulting directly or indirectly from our organization's actions or inactions during or resulting from our organization's occupancy of the meeting room.

I have read the Meeting Room Rules and agree to abide by them.

Signed _____ Date _____
(applicant)

==========

FOR OFFICE USE ONLY

Request taken by _____ Date _____

Approved/Disapproved Comments _____

_____

Signed _____ Date _____

Title _____

This application is NOT approved until signed by a Library Administrator. This permit is revocable at any time for cause by the City of Hayward or its authorized representative.

Hayward Public Library

Meeting Room Rules

1. The Main Library meeting room is available on Mondays, during the hours of 12:00 PM to 2:00 PM. The John and Alice Pappas Legacy Room at the Weekes Branch Library is available during hours the Branch Library is open. Preference is given first, to Library related activities and organizations; second, to neighborhood and community groups; third, to children's and young adult groups; and, fourth, to non-profit groups and organizations. Applications and requests for continued use of the room shall be made prior to the scheduled meeting date***. Application for use will be accepted during Library open hours, from adults over 18 years of age.*** Each application must specify the address of the applicant, the day and hours of the proposed use and the manner in which the room would be used.

2. All meetings held in Library meeting rooms shall be open to the public (excepting lawful executive sessions of governmental bodies) and recorded in the Meeting Room Scheduling Calendar. The Meeting Room Scheduling Calendars shall be a public record and available to public inspection in the Administrative Office of the Main Library and in Weekes Branch Library.

3. The Library reserves the right to attend any meeting held in its facility (excepting lawful executive sessions of governmental bodies) to ensure no unlawful activities are occurring on Library premises.

4. The Director of Library and Community Services reserves the right to deny any application, place reasonable conditions on meeting room use, or revoke any permission previously granted, if necessary to avoid interference with Library service or the needs of Library users afforded a high priority under Section 1 of the Hayward Public Library Meeting Room Policy.

5. The Library meeting room may be booked no later than one month prior to, and no sooner than two months prior to the requested date of room booking. Use is limited to once per month.

6. Maximum occupancy of the meeting room at the Main Library is 100. If the room is divided by partition, maximum occupancy is 50 per room.

   Maximum occupancy of the John and Alice Pappas Legacy Room at the Weekes Branch Library is 107. If the room is divided by partition, maximum occupancy in the northern portion is 35; maximum occupancy for the southern portion is 72.

7. Any apparatus, furniture or equipment moved into the meeting room must be approved by the Office of the Director of Library and Community Services and must be removed promptly at the end of the meeting. The Library accepts no liability whatsoever for any property left on its premises.

8. Groups may serve light refreshments such as coffee, tea, and/or pastries. Responsibility rests with the group to provide all necessary equipment and clean-up. Other food is not permitted. The use of alcohol is prohibited.

9. Those using the meeting room shall be responsible for setting up and restoring the area after each use. Tables, chairs, and a chalkboard are available for use. Applicant and group shall be responsible for any damage to equipment or property.

10. Smoking is not permitted in the Library or its meeting rooms, nor is it allowed on any City property, including the City-owned grounds surrounding the Library.

11. No outside group or organization using the Library meeting room shall charge an admission fee or engage in commercial activities for profit making purposes.

Rev. 5/11

ATTACHMENT II - COMPARISON OF MEETING ROOM POLICIES

	Castro Valley Public Library	Fremont Main Public Library	Livermore Public Library	City of Oakland Main Public Library	City of San Leandro Public Library	San Lorenzo Public Library
Fee Rates	Free	Free	See Fee Schedule	See Fee Schedule	See Fee Schedule	Free
Who Keeps Fees	N/A	N/A	General Fund	General Fund	General Fund	N/A
Room Capacity	150	200	86	121	Varies per meeting room	100
Who can reserve?	Non Profits/Government Agencies	Non Profits/Government Agencies	Various Groups See Fee Schedule	Various Groups See Fee Schedule	Various Groups See Fee Schedule	Non Profits
Reservation Frequency	Once a Month	Once a Month	Once a Month	Once a Month	2x a Month	Once a Month
Hours Available	Open Hours & Limited After Hours	Open Hours	Open Hours & Limited After Hours	Open Hours	Open Hours & After	Open Hours & Limited After Hours
Amenities	Projector, Screen, TV	Screen/Podium	A/V Equipment See Fee Schedule	Screen/Podiums	A/V –See Fee Chart	Projector/Screen, TV
Who handles the Reservations?	Reference Desk	Branch Manager	Administration & IT for Free Study Rooms	Branch/Manager Reference Desk	Reference Desk	Reference Desk
Provides Room Setup	No	No	No	No	No	No
Food Allowed	Light Snacks	Light Snacks	Yes	Yes	Only in large Community Rooms	Light Snacks

*Alameda County uses the same application and meeting room policy system wide. Some differ slightly depending if they offer after hour access.

MEETING ROOM FEE SCHEDULES

Livermore Public Library Meeting Room Fee Schedule

Livermore Fee Exempt Groups: Livermore Public Library, City of Livermore, LARPD, Livermore School District, Las Positas College.

Livermore non-profit organizations with 50% resident membership:

- $20/hour *
- $100 per day** for less than 100 users
- $150 per day for more than 100 users

Non-resident non-profit groups serving Livermore residents:

- $25/hour
- $125 per day for less than 100 users
- $175 per day for more than 100 users

Commercial Groups

- $30/hour
- $150 per day for less than 100 users
- $200 per day for more than 100 users

*Any portion of an hour is considered an hour
**A day is more than five hours

Meetings which begin during operating hours may continue after the Library is closed. Other hours available through special arrangement. There may be additional charges for equipment use, damage deposits, and library staff attendants if needed.

Equipment Usage Fees: Digital Projector $25, Conference Phone $25, Flip charts/dry erase $15, Microphones $10.

Civic Center Small Conference Room and Quiet Study Rooms are free and can be reserved up to seven days in advance for up to two hours per party. Contact the Information Services desk at 925-373-5505 to reserve one of these rooms.

Oakland Public Library Meeting Room Fee Schedule

Meeting room fees vary according to the organization booking the room. Meeting room refunds are not available.

Group 1: Exempt from fees

- A nonprofit under IRS Code 501(c)(3) and open membership group that is co-sponsored by the Library Department.

- Any City of Oakland Department or governmental agency directly serving residents of Oakland, i.e., Alameda County, California, or US government agencies.
- A non-profit community group from the immediate neighborhood of the facility, whose purpose is the betterment of the community, such as Concerned Citizens of Brookfield Village or a Neighborhood Crime Prevention Council.
- An Oakland Unified School District school-affiliated parent or youth group such as the PTA.

Group 2: $15.00 per hour

- An organized club or special interest group that has been granted IRS Code 501(c)(3, 4 or 6) non-profit status with open membership, such as the League of Women Voters, private schools or colleges. The group must have a formal organization with officers.

Group 3: $30.00 per hour

- Other public or private civic, cultural, educational, charitable or political groups not previously mentioned.

**Meeting rooms vary in capacity size depending on library. Sizes are from 25 to 216.

City of San Leandro Meeting Room Fee Schedule

RENTAL FEES

Rental fees are determined by group eligibility and facility used. Operational costs, liability insurance, and security fees may also be applicable. Minimum rental is two hours. Hourly rates are not prorated for parts of an hour. **Resident rates will be charged to non-profit groups during peak weekend hours.**

**Decided to charge to be consistent with Recreation Parks system.

I. USER GROUPS

Users are classified into the following groups for the purpose of determining the applicable fees and charges.

Group Eligibility A: Programs administered by or for the City of San Leandro

Group Eligibility B: San Leandro non-profit organizations with ten or more members of whom at least 50% are San Leandro residents. (Non-profit fundraising events will be charged for actual operating costs, including staffing, utilities and security.)

Group Eligibility C: Non-San Leandro non-profit organizations which serve San Leandro residents. (Use of high-demand facilities will be limited to twice per year. Fundraising events will be charged for actual operating costs, including staffing, utilities and security.)

Group Eligibility D: San Leandro resident individuals or groups using the facility for private purposes.

Group Eligibility E: Non-Resident individuals using the facility for private purposes.

Group Eligibility F: San Leandro businesses with company facility located within the San Leandro City limits.

Group Eligibility G: Non-San Leandro businesses, commercial groups, non-profit organizations, and all other non-resident groups

	GROUP ELIGIBLITY						
FACILITY	**A**	**B**	**C**	**D**	**E**	**F**	**G**
Trustees Room	N/A	N/A	N/A	$50	$75	$75	$85
Mary Brown Room							
Conference B or C							
Manor Program Room							
Lecture Hall,	N/A	N/A	N/A	$100	$120	$120	$140
Estudillo Room, or							
Karp Senior Meeting Facility							
Kitchen (flat rate)	N/A	N/A	N/A	$75	$85	$95	$110
Karp/Estudillo Combination	N/A	N/A	N/A	$150	$200	$200	$250

OTHER FEES:	**(Fees are the same for all categories)**
- Attendant on Duty	$25/hr.
-Opening/Closing Fee (when needed)	$25
-Liability Insurance	Fees determined for each use.
-San Leandro Police Dept. Security	Fee determined by current overtime rates for police personnel
-Private Vendor Security	Fee determined by current hourly rates, nature of event, and
-Utilities	Fee determined by average current hourly costs
-Meeting Room Damage Deposit	$50 - $250, depending upon room size
EQUIPMENT RENTAL:	
-Power Point Projector and Screen	$50
-Conference phone	$25
-DVD/VCR Player	$25
-Overhead Projector and Screen	$25
-Slide Projector and Screen	$25
-17" TV/VCR Combo	$25
-Extension cord	$10
-Flip chart with paper and pens	$25
-Flip chart w/o paper and pens	N/C
-Dry erase board with pens	$5
- 50 to 100 cup Coffee Pot	$10
-Wooden easel	N/C
-Piano	$50

Cancellation Policy (Rooms)

a. Full refund of deposit and fees if cancel more than 90 prior to event
b. If cancel between 90 days and 30 days prior to event, forfeit full damage deposit
c. If cancel between 30 days and 10 days prior to event, forfeit full damage deposit and one half of all fees collected
d. If cancel less than 10 days prior to event, forfeit all deposits and fees collected

Alameda County

Library Management-General	**Chapter 6-1.13**
	Created: 2009
Meeting Rooms	Revision: 2012
	Revision: 2015
	Under the Authority of the County Librarian

The Library's meeting rooms are available to governmental agencies and nonprofit community groups for educational, cultural, intellectual and civic activities. Access is granted to nonprofit groups on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Permission to utilize rooms does not imply Library endorsement of the goals, policies or activities of any individual or group. The Library does not endorse the viewpoints of meeting room users and may not appear to do so in publicity. Promotional materials intended for distribution on Library premises is subject to branch managerial review to verify the library is not depicted as giving endorsement to meeting room users.

The applicant and his/her organization will be fully responsible for ensuring that use of the room is in accordance with Library policies including, but not limited to: the orderly conduct of attendees, the loss or damage to Library equipment or property, the posted occupancy and emergency exit clearance.

Private uses of the meeting rooms are prohibited.

Application Procedures:

Each applicant must complete a meeting room application form to be reviewed by Library staff. The application must include a brief description of the nature of the meeting, the name of the applicant, in addition to the name of the person who will be responsible for set up, program monitoring and clean up.

Applications may be turned in in person or via scanned with signature submitted via email.

Applicants for meeting room use must be over the age of 18. Adequate adult supervision is required if the group includes minors.

Reservations by community nonprofit groups may be made in advance during the current and following month only. (e. g. Application date is 2/12/15. Reservations may be made for available time between the start of business on 2/12/15 and the end of business on 3/31/15).

Reservation time should include time allotted for set up and clean up. Meetings scheduled during Library open hours must end fifteen minutes prior to Library closure.

In the event of repeat cancellations or no shows in excess of three or more, future reservations may be denied.

Rules of Use:

All meetings must be free and open to the general public. No one may be denied entry to a public meeting or program.

Except where designated in this policy, admission fees, donations, raffles, collections, fees or sales of any kind are not permitted.

The Friends of the Library and affiliated Library organizations may collect monies during Library events including book sales and author lectures for the benefit of the Library with prior approval of the Branch Manager. At Library sponsored programs only, preapproved works by a featured presenter may be offered for sale. In all cases, his/her representative, not Library staff, must collect payment.

Public performance rights are required and must be provided prior to the presentation of films or other copyrighted performances.

No storage of private property is permitted without prior approval from the Branch Manager.

The Library is not responsible for outside equipment and will not be able to provide technical support for outside equipment.

Drinking alcoholic beverages, smoking and/or other illegal activities are not permitted anywhere on Library premises.

Individual branches differ according to space, availability and programming. The Branch Manager or designee will have final approval, oversight and control over the meeting room and all activities in relationship to scheduling and utilization of the room and retains the right to modify and revoke privileges associated with this service.

Room Specifications are as follows:

Meeting Rooms At-A-Glance	Room Capacity	Hours Avail	Equipment
Albany Edith Stone Room	60	Open Hours - Limited governmental bookings available after hours via the City of Albany	Direct TV DVD HD Projector Theater Screen Sink/Counter Sound System Whiteboard
Castro Valley Chabot/Canyon Rooms	225 w/o tables or chairs 150 w/chairs 100 w/tables and chairs	Open Hours - Limited governmental bookings available after hours with key card and alarm training	Conference Calling Direct TV DVD / Blu-Ray HD Projector Head Sets for Enhanced Audio Sink/Counter/Microwave Sound System TV
Centerville		Open Hours	
Dublin Program Room	46	Open Hours	Theater Screen
Fremont Conf Room A	15	Open Hours – Limited governmental bookings available after hours	Whiteboard
Fremont Fukaya A	96	Open Hours – Limited governmental bookings available after hours	Theatre Screen Whiteboard
Fremont Fukaya B	112	Open Hours – Limited governmental bookings available after hours	Theatre Screen Sink/Counter Whiteboard
Fremont Fukaya A & B	208	Open Hours – Limited governmental bookings available after hours	Theatre Screen Sink/Counter Whiteboard
Newark	66	Open and After Hours	Theater Screen Whiteboard
San Lorenzo	99	Open Hours - Limited governmental bookings available after hours with key card and alarm training	Video Wall
San Lorenzo Learning Center	33	Open Hours	Laptops TV
Union City	45	Open Hours	Sink/Counter Theatre Screen Whiteboard
***** Room Specifications is for informational use only. Subject to change. Current as of 11/6/2015 10:59 AM.***			

Alameda County
LIBRARY
...Infinite possibilities

Application for USE of a MEETING ROOM

Branch _____

Name of Organization: _____

Name & Title of Applicant: _____

Applicant's Address: _____

_____

Applicant's Telephone No. _____

Alternate Contact _____

Phone # (day) _____ Phone # (evening) _____

I certify that I have read and will abide by the rules and regulations which govern the use of the meeting room.

_____ _____

Signature of Applicant Date

_____

Email Address

Please have this application in your possession at the time you are using the meeting room.

Meeting Date: _____ Day of Week: _____

Meeting Time: _____ to _____

Set Up Time: _____ Clean up Time: _____

# of Hours group will occupy room: _____

Room name and/or number :_____

Approximate # of people attending : _____

Brief description of meeting :_____

_____

Name and topic of speaker:_____

Office Use Only

☐ Approved ☐ by email

☐ Denied by _____
Library Staff

_____
Date

MR-1 rev. 04/2015

LIVERMORE PUBLIC LIBRARY

USE OF MEETING ROOMS/BUILDING/GROUNDS

I. STATEMENT OF POLICY

A. Livermore Public Library facilities/grounds are available for use by groups and organizations for public meetings and gatherings. Library and City of Livermore meetings, events and activities have first priority for use.

B. There must be total public access to all activities. No commercial or sales activities will be allowed. All activities scheduled to be held at the public library must be open to all who are interested. Library staff may monitor any meeting at any time. Executive sessions of government agencies are exempt from this requirement.

C. Fees and charges must be limited to demonstrably defraying the cost of the activity or must be designated as income for the public library through gift donation. No individual's access to any meeting shall be limited by an inability to pay an entry charge.

D. Priority for space will be given to programs which support the library's stated public program of service.

E. The question of suitability of activities will be judged by the Director of the Library Services on these criteria:

1. The activity must be in the broadest public interest of the residents of Livermore.
2. There must be no legal, health, or safety limitations on the use of a library for such an activity.
3. The activity must not interfere with normal library operations.

F. In the event a group is denied access to library premises for any reason, final judgment on the use of library premises for public activities will be made by the City Manager of the City of Livermore.

G. Requests for use of the public library premises for public activities must conform to basic scheduling considerations. Use must fall within the times the building is open to the public unless special arrangements have been specifically approved.

H. The request for use of the public library premises should be made on a "Library Premises Use Permit" form. Requests for use should be made and fully paid for at least ten working days (Monday through Friday) before an activity is scheduled. A meeting room reservation is not confirmed until the requestor receives a copy of the "Library Premises Use Permit" form signed by the Library Director or designated representative.

I. Organizations whose constitution or bylaws call for active support of stated library programs may use library premises more than once a month to conduct ongoing business. Organizations which are not related to library programs and services may not use library premises more than once each month. Organizations holding regular activities may have no more than six dates reserved at a time, none of which can be more than six months in advance of the current month.

J. Organizations may reserve meeting rooms up to six months in advance. Reservations will be confirmed in order of requesting group priority as defined by the Meeting Room Group priority. Previous reservations do not assure subsequent reservations.

K. Organizations using the meeting rooms are responsible for any damage to the facilities or equipment.

All costs connected to special equipment or overtime hours for library staff in connection with an activity will be assumed by the group using the library meeting rooms/building/grounds. Further, all special costs connected to insurance or claims for payment or remuneration from any source

shall be the responsibility of the requesting party.

Library staff who assist at meetings shall be paid $25 for one hour or for any portion of one hour spent assisting at an activity. . Staff specifically assigned by administrative order to provide assistance need not be remunerated by the requesting organization.

II. RATIONALE

The basis for establishing a policy for public use of the library premises is to determine guidelines for how these may be used for non-library functions.

The library, as part of the community will, whenever possible, make space available to community groups. As a City institution, the library has an obligation to assist the community in the vital function of open public meetings. As a department of the City, the library also has a responsibility to insure that library functions are carried out in an effective way. The balance between these two concerns is vital. This policy has been set up for the purpose of guiding the public and staff in the use of the premises for public activities and is meant to be broad enough to allow wide public access to library premises and specific enough to allow the library to insure that the integrity of basic library functions is maintained.

III PROCEDURE

Upon request for use of library meeting rooms/building/grounds the following procedures apply. To assure consistency and avoid confusion in the application of these procedures, each Library facility will designate a single individual as responsible for implementing these procedures.

1. Inform the requesting individual of all policies and procedures relating to use of the meeting rooms/building/grounds;

2. Convey to the requesting individual a "Library Premises Use Permit" form; (see Appendix)

3. Supply the requesting individual with all the appropriate information on the form and the cost and procedure for submitting the form;

4. Direct the form to the Library Director or designee as necessary for final determination;

5. Process the request as soon as possible;

6. Notify the requesting individual of a decision on the activity suitability and details;

7. Place the activity time on the Office Tracker calendar and notify appropriate staff of the activity schedule;

8. Communicate any problems or changes to the requesting individual and to the Director of Library Services or designee as necessary.

IV NOTICE TO PATRONS

Use of library premises during open hours is free to all, predicated on rules of conduct and use approved by the Library Board

Approved: Livermore Public Library Board of Trustees, 4/23/80
Revised and Approved: 2/20/92, 10/26/95, and 02/27/03 Effective: January 2004
Revised and Approved: 8/26/10 Effective September 2010
LPL-4/2/91C:\OFFICE\WPWIN\WPDOCS\POLICY\BLDGGRND

Livermore Public Library
1188 So. Livermore Avenue
Livermore, CA 94550
925-373-5500, X5599

LIBRARY PREMISES USE PERMIT

FOR CIVIC CENTER LIBRARY

Rooms:
☐Community Room A (40-50 People)
☐Board Room (16+ People)
☐ Other _____
☐Community Room B (40-50 People)
☐Public Space _____

1. For a charge and under such conditions and restrictions as may be prescribed by the Livermore Public Library Board of Trustees, the Library Meeting Rooms/Building/Grounds are available for use by groups and organizations for public meetings and gatherings.

2. Activities shall be non-commercial and open to the public. No individual's access to any meeting shall be limited by an inability to pay an entry charge.

3. Use of the premises is limited to the regular hours the library is open unless special arrangements are specifically approved

4. Alcoholic beverages are prohibited on the premises unless approved in advance by the Library Director or designee.

5. An adult sponsor must be present if any members of a group are under 18 years of age.

6. Only one activity per month per non-library related group will normally be scheduled.

7. Reservations will be made only by officially delegated members of a group.

8. Applications for use should be made in duplicate on this form at least ten working days (Monday through Friday) before the date of an activity.

9. Use will be granted in order of receipt of the application. The library must be notified of any cancellation of a scheduled activity as soon as possible. Refunds will be given only for reservations cancelled seven or more working days in advance. A permit for use is not transferable.

10. Organizations holding regular activities may have no more than six dates reserved at a time, none of which, can be more than six months in advance for the current month or more than once per month unless approved by the Director of Library Services..

11. It is expected that the premises will be left in a clean and orderly condition and that users will behave in a reasonably quiet and orderly manner. Permission for use may be canceled if rules are not observed. Damage to the facility or equipment is the responsibility of the user.

12. User hereby agrees to, and shall hold the City of Livermore; it's elective and appointive boards, officers, agents, and employees, harmless from any liability for damage or claims for damages for personal injury, including death, as well as from claims for property damage which may arise from the user's occupancy of the premises.

13. Payment should be included with this application. Acceptable forms of payment are:
    Cash (in person only)
    Check (made out to Livermore Public Library)
    Credit Card or the appropriate amount listed in the fee structure schedule.

RENTAL FEES			
Group	Hourly	Daily less than 100	Daily more than 100
Livermore Public Library, City of Livermore, LARPD, Livermore School District, Las Positas College	FREE		
Livermore non-profit organizations under IRS code 501(c) (3) with at least 50% Livermore residents.	$20/hour	$100	$150
Non-resident-non-profit groups serving Livermore residents.	$25/hour	$125	$175
Commercial Groups	$30	$150	$200
OTHER FEES			
Damage Deposit for groups over 100			$250
Library Attendant on Duty	$25		
EQUIPMENT USAGE			
Digital Projector		$25	$25
Conference Phone		$25	$25
Flip chart/dry erase board with paper and pens		$15	$15
Microphones		$10	$10

14. Applicant must define which facility or part thereof and which equipment is required at the time of the application. If necessary, a representative must be trained and authorized in equipment use by the Library's designated representative.

Name of Organization _____

Name of Applicant _____

Applicant's Street Address _____

City/State/Zip _____

Applicant's Phone Number _____

Estimated Attendance _____ Nature of Program _____

Date(s) of Activity _____

Time of Reservation _____ Time of Activity _____
(Including Set-Up Time)

I, an officially delegated representative of the above-mentioned organization or individual, do hereby agree to the conditions above concerning the use of the building/grounds for which this permit is to be granted.

_____ Date _____
(Signature of Applicant)

_____ Date _____
(Signature of Granting Authority)

Revised: May 23, 1996
August 13, 2002
February 27, 2003
Effective January 2004
August 2010 Effective September 2010

MEETING ROOM GROUP PRIORITY AND FEE STRUCTURE

Priority Level	Group definition	Hourly Fees	Daily Fees By # of Users	
			<150	>150
A	Programs administered for or by the Library (includes Friends of the Livermore Public Library) UNLIMITED USE	None	None	None
B	Any City of Livermore government agency, LARPD, Livermore School District, Las Positas College UNLIMITED USE	None	None	None
C	Livermore non-profit organizations with at least 50% Livermore residents. Group must have open membership and meetings must be open to the public without charge. LIMIT one use per month, reserve six months ahead	$20/hour	$100	$150
D	Non-resident non-profit groups serving Livermore residents. Groups must have open membership and meeting must be open to the public without charge LIMIT one use per month, reserve six months ahead	$25/hour	$125	$175
E	Commercial Groups	$30/hour	$150	$200

The following fees apply to all priority levels:

Library Attendant on duty fee: $25 per hour
Damage deposit of $250 for groups over 100.

Facility Assignment Criteria

1. Livermore Public Library meetings, events and activities have first priority for use. Other users may be asked to re-schedule or re-locate to accommodate library programs at any time.

2. Planned activity must be compatible with the facility and also compatible with activities planned in adjacent rooms or facilities. This includes parking availability.

3. Estimated attendance should correspond to the facility.

4. The Livermore Public Library determines days and times of day when meetings may be held.

5. Operating conditions may necessitate a change in room location or meeting.

6. Applications for permits to use facilities should be submitted to the Livermore Public Library at least ten (10) working days (Monday – Friday) prior to the date requested. While availability may be confirmed by telephone, use of facilities can only be confirmed by receipt of fees and/or with written permission from the Library Director or designee.

General Etiquette for Meeting Room Use

1. ***Anticipate needs.*** The meeting facilitator is responsible for meeting/anticipating the needs of the attendees. This includes providing supplies (such as pencils, note paper, etc.), directing attendees to restrooms and drinking water, and providing them with needed copies of documents prior to the meeting. Although the Library is available to lend a helping hand, please try to minimize disruption to staff or library patrons outside the meeting rooms.

2. ***Be cognizant of your surroundings.*** Please be sensitive to library patrons near Meeting Rooms. Noise from meeting rooms travels through the walls and vents of the building. Also, discourage attendees from congregating outside the meeting rooms. ***Leave the room the way you found it.*** Please allow 15-30 minutes set-up and clean-up time when making your reservations.

   - If you are providing snacks and beverages for your meeting, please make arrangements to have someone set up and clean up immediately following the meeting.
   - Remove or empty any "overflowing" trash.
   - Wipe down tables if needed.

3. ***Be mindful of the time***. If you anticipate exceeding your scheduled time, have someone extend the reservation. If, however, the next group is ready to meet, please wrap up your meeting quickly and/or reschedule it in another room. If your meeting will extend beyond the closing time of the Library, make arrangements ahead of time. If you do not do so, Library staff will require your group to leave at closing.

4. ***Look before you leap.*** Do not assume a room is not in use if it is empty. Always reserve meeting rooms. If a room is empty and there is a reservation listed for the time, please check first.

City Of Oakland

It is the policy of the Oakland Public Library to allow the use of its meeting rooms by groups and organizations when these facilities are not needed for activities sponsored in whole or in part by the Library. No group will be permitted use of the rooms if that usage would be disruptive of the programs and activities of the Library. Permission to use the rooms does not imply Library endorsement of the goals, policies or activities of any group or organization. The library reserves the right to revoke permission previously granted if deemed appropriate. Meetings are open to the public.

Eligibility

1. Permission to use a Library meeting room may be granted to a City of Oakland department or commission or other governmental agency directly serving residents of Oakland, and to public, private and non-profit civic, cultural, educational, political, religious, and charitable groups and organizations. Private, for-profit businesses may be permitted to use the Library meeting room, but shall not be permitted to charge for admission, collect fees, or sell items during such meetings. Meetings are open to the public.
2. The Library may grant priority for use of its meeting rooms to groups and organizations affiliated with the Library or the City of Oakland. A group is defined as 6 or more people.
3. Meeting Rooms are not intended to be used for private events such as social events, parties, memorial services, fundraisers, etc.

Rules and Restrictions

1. Library personnel in charge of the meeting room have authority over the use of the room. Applications should be addressed to the branch librarian or the scheduling coordinator. This policy does not guarantee an applicant the facility or the time requested. This policy reserves the right of the Director of Library Services to overrule a grant, denial or modification of permission to use Library facilities.
2. Meeting rooms are available only during the regular business hours of the Main Library or branches.
3. Fees for use of the meeting rooms are set according to a fee schedule approved by the City Council. The Library also may collect reasonable reimbursement for any additional cost or damage incurred.
4. The Library may attend any meetings held in its facilities (except lawful executive sessions of government bodies) to verify that no illegal activities are taking place on the Library's premises. Illegal activity will result in immediate eviction and denial of future use of the Library's meeting rooms by groups or individuals violating this policy.
5. The Library can impose reasonable conditions for the use of its meeting rooms to ensure that public or private property is not damaged through use of its facilities, and to ensure that the safety, welfare and comfort of the public is not disturbed.
6. Groups and organizations using the Library's meeting rooms shall adhere to regulations regarding the number of persons allowed to occupy a room at any given time. The

numbers shall not exceed the limit prescribed and posted in that facility. The room shall be left in the same condition in which it was found, including the placement of chairs and tables

7. Alcoholic beverages and smoking will not be permitted on Library premises.
8. Meeting rooms must be restored to order and vacated at least fifteen minutes prior to library closing time.
9. No admission fees may be charged or products or services sold by any business, outside group, or organization using a Library meeting room. Exceptions include the following:

   a. Groups and organizations may conduct customary activities such as collecting dues from members or refreshment money, but cannot solicit donations.
   b. Groups and organizations formed to support the programs and activities of the Library may use Library facilities for fundraising purposes in support of the Library. In such cases, proof will be required of receipt of a Charitable Solicitation Permit from the Office of the City Administrator, 238-3294.
   c. At library sponsored programs only, pre-approved works by a featured presenter may be offered for sale. In all cases, his/her representative collects payment, not library staff.

10. Except for Library or Library co-sponsored activities, groups and organizations which use the Library meeting rooms shall arrange for and provide their own special equipment needs.
11. Publicity notices promoting a meeting or event being sponsored by an outside group or organization must include the following disclaimer: "The Oakland Public Library does not advocate or endorse the viewpoints of meetings or meeting room users." Publicity notices or fliers promoting a meeting must be shown to the library employee in charge of the meeting room for approval (by initials), prior to distribution.
12. Failure to adhere to these conditions may result in loss of future privileges in the use of any Library facility.

Application for Use of Meeting Room

1. Written application must be made to the Library employee in charge of the meeting room two weeks in advance of use. If there is a question about a group or organization's eligibility in determining use of the meeting room, the Library may request to examine that group's by-laws. All applications are public documents and shall be available for inspection upon request at the Library's facilities.
2. Payment is due at the time of application. Reservations are not final until the fee and application have been received and approved.
3. Reservations are made for a specific time, which includes set up and take down. Additional fees may be charged.
4. Meeting room refunds are not available.
5. Permission to groups and organizations using the meeting rooms may be granted for multiple meetings for a period not to exceed the next three consecutive months. Renewal applications may be submitted at any time during current usage. Prior use of meeting rooms does not entitle applicants to future use. This restriction does not apply to Library

functions, or to those of any other City department or governmental agency directly serving Oakland residents.

6. The Library reserves the right to revoke or modify permission to use its meeting rooms, or to modify conditions imposed on the use of the rooms, in order to adapt to the operational needs of the Library or the priority needs of Library users. Applications may be denied on the basis of availability of space, frequency of use or requests for space by other groups and organizations, or, for other activities that are in conflict with the primary purpose of the Library or with any regulations set forth in the Meeting Room Policy.
7. Denial, grant, or modification of an application for use of the meeting room may be appealed in writing by the applicant or by any person adversely affected by the decision to the Director of Library Services, whose decision shall be final.
8. The Director of Library Services may authorize additional rules that are consistent with this policy and assist in its implementation.

Meeting Room Fee Schedule

Meeting room fees vary according to the organization booking the room.

Meeting room refunds are not available.

Group 1: Exempt from fees

- A nonprofit under IRS Code 501(c)(3) and open membership group that is co-sponsored by the Library Department.
- Any City of Oakland Department or governmental agency directly serving residents of Oakland, i.e., Alameda County, California, or US government agencies.
- A non-profit community group from the immediate neighborhood of the facility, whose purpose is the betterment of the community, such as Concerned Citizens of Brookfield Village or a Neighborhood Crime Prevention Council.
- An Oakland Unified School District school-affiliated parent or youth group such as the PTA.

Group 2: $15.00 per hour

- An organized club or special interest group that has been granted IRS Code 501(c)(3, 4 or 6) non-profit status with open membership, such as the League of Women Voters, private schools or colleges. The group must have a formal organization with officers.

Group 3: $30.00 per hour

- Other public or private civic, cultural, educational, charitable or political groups not previously mentioned.

OAKLAND PUBLIC LIBRARY
Application for Use of Meeting Room

Date of Application _____

_____ hereby applies for permission to use
(name of group or organization)
the Meeting Room of the_____Library on _____
(date/s)
from:_____ to:_____ for _____
(time needed including setup and restoring room to order) *(number of people)*

_____
(purpose of meeting)

Information about your group:
Do you have 501(c)(3, 4 or 6) non-profit status from the IRS? YES NO
(If yes, please provide documentation.)
Are you a City of Oakland department or other governmental agency directly serving residents of Oakland? YES NO

Are you a community group from the immediate neighborhood of the library branch? YES NO

Are you an Oakland Unified School District school-affiliated parent or youth group? YES NO

Will you charge admission or engage in fundraising at this event? YES NO

Do you expect or think that media reporters may attend and report on your event? YES NO
Please inform the library in advance if media is expected.

I hereby certify that we are authorized, on behalf of the members of the above group or organization, to be responsible for any damage sustained to the Library premises, furniture or equipment caused by our occupancy of the Meeting Room, or for any additional custodial services required if the room was not left in the condition in which it was found. I agree to be responsible for locking the Meeting Room before leaving. I certify that the above group or organization agrees to abide by the Meeting Room policy of the Oakland Public Library. Per the Library's Meeting Room Policy #12, I agree to include the following disclaimer in any publicity: *The Oakland Public Library does not advocate or endorse the viewpoints of meetings or meeting room users."* I also agree to submit for advance approval to the library branch manager any public notices advertising a meeting or event.
_____ [applicant's initials]

Fees are described on a separate Fee Schedule. Fees must be paid at the time application is submitted and are not refundable after 2 weeks prior to scheduled meeting date. Reservations will not be final until fee (if applicable) and application have been received and approved. Applicant hereby waives all claims and recourse against the City of Oakland including the right to contribution for loss or damage to persons or property arising from, growing out of, or in any way connected with or incident to this agreement, except claims arising from the concurrent or sole negligence of the City of Oakland, its officers, agents, and employees.

Applicant shall indemnify, hold harmless and defend the City of Oakland, its officers, agents and employees against any and all claims arising out of the use of the Meeting Room.
I certify that I am authorized to sign on behalf of the group or organization:

_____
Name of Applicant (print)

_____
Signature of Applicant

_____
Title or Relationship to Group

_____
Email

_____
Phone (Home AND Other)

_____
fax

_____
Mailing Address

_____
Approval required by one:
Supervising Librarian
Branch Manager /Scheduling Coordinator

Rev. 08/2013

City of Oakland--Meeting Room FAQs

Reserving the Meeting Room

How can I reserve the meeting room?

The meeting room can be booked by submitting an application and payment--if needed--to the scheduling coordinator for your selected meeting room location. Before submitting an application, please contact the scheduling coordinator in advance to check on room availability.

Who do I contact about reserving the meeting room?

You may contact the library location's scheduling coordinator or branch manager by viewing the list here.

Can I use the meeting room before the library opens or after it closes?

The room can only be used during the library's open hours. Click here for library hours.

Can I use the meeting room before my scheduled time to set up?

The meeting room can only be used within your scheduled time. When booking the meeting room, please be sure to allow for time to set up, restore the room to order, and vacate within your reserved time.

Where can I find the application to book the meeting room?

You can access this link to download the meeting room application.

How can I submit my meeting room application?

You can submit your application in person, by mail, e-mail or fax.

Library addresses and fax numbers are listed here.

When should I submit my meeting room application and payment?

Your meeting room application and payment can be submitted between two weeks and three months in advance of your requested reservation time.

Meeting Room Fees

How much does it cost to use the meeting room?

Meeting room fees can be viewed here.

Are non-profits charged for using the meeting room?

Most non-profits are charged a reduced fee of $15/hr for reserving the meeting room. Please view the meeting room fee schedule for further information.

How can I pay for my reservation?

Payment may be made by cash, check, money order, credit or debit card. Please make your payment payable to the "Oakland Public Library". Credit or debit card payments can only be made online with a valid Oakland Public Library card through your patron account.

Can I pay online?

You can pay online with a valid Oakland Public Library card and a credit or debit card using your patron account. A meeting room fee must first be entered by the scheduling coordinator before an online payment can be made. Please be sure to pay your meeting room fee promptly to avoid a restriction on your library privileges and then notify the scheduling coordinator so they can finalize your reservation.

What is your refund policy for cancellations?

Meeting room refunds are not available.

Meeting Room Size/Equipment/Setup

What is the size of the meeting room?

Please contact the library where you wish to meet. A room's capacity can be found by clicking here .

How many people can the meeting room hold?

A room's capacity can be found here.

Will someone set up for me?

Any set up or clean up needed for an event must be done by your group within your reserved time.

Does the meeting room have a screen and projector?

Some meeting rooms have screens but groups must provide their own equipment needs, including projectors. Please ask staff for specifics.

Are there tables and chairs in the meeting room?

All meeting rooms are equipped with tables and chairs.

Refreshments

Can food be eaten in the meeting room?

Food can be eaten in the meeting room. Meeting room groups must be sure to dispose of all waste before leaving the room. Alcohol is not permitted.

Can food be cooked in the meeting room?

Groups may bring in prepared food. Meeting rooms do not offer cooking equipment or kitchen supplies.

Meeting Room Policy

Where can I find your meeting room policy?

The meeting room policy can be found here.

4/30/15

CITY OF SAN LEANDRO

LIBRARY SERVICES DEPARTMENT

FACILITY USAGE FEES AND GUIDELINES

EFFECTIVE July 1, 2010

I. USER GROUPS

Users are classified into the following groups for the purpose of determining the applicable fees and charges.

Group Eligibility A:	Programs administered by or for the City of San Leandro
Group Eligibility B:	San Leandro non-profit organizations with ten or more members of whom at least 50% are San Leandro residents. (Non-profit fundraising events will be charged for actual operating costs, including staffing, utilities and security.)
Group Eligibility C:	Non-San Leandro non-profit organizations which serve San Leandro residents. (Use of high-demand facilities will be limited to twice per year. Fundraising events will be charged for actual operating costs, including staffing, utilities and security.)
Group Eligibility D:	San Leandro resident individuals or groups using the facility for private purposes.
Group Eligibility E:	Non-Resident individuals using the facility for private purposes.
Group Eligibility F:	San Leandro businesses with company facility located within the San Leandro City limits.
Group Eligibility G:	Non-San Leandro businesses, commercial groups, non-profit organizations, and all other non-resident groups.

II. RENTAL FEES

Rental fees are determined by group eligibility and facility used. Operational costs, liability insurance, and security fees may also be applicable. Minimum rental is two hours. Hourly rates are not prorated for parts of an hour. **Resident rates will be charged to non-profit groups during peak weekend hours.**

FACILITY	A	B	C	D	E	F	G
Trustees Room	N/A	N/A	N/A	$50	$75	$75	$85
Mary Brown Room							
Conference B or C							
Manor Program Room							
Lecture Hall,	N/A	N/A	N/A	$100	$120	$120	$140
Estudillo Room, or							
Karp Senior Meeting Facility							
Kitchen (flat rate)	N/A	N/A	N/A	$75	$85	$95	$110
Karp/Estudillo Combination	N/A	N/A	N/A	$150	$200	$200	$250
CASA PERALTA GROUNDS	N/A	N/A	N/A	$150	$200	$200	$250
Kitchen (flat rate)	N/A	N/A	N/A	$30	$40	$50	$60
Multi-purpose Room	N/A	N/A	N/A	$80	$100	$110	$120

OTHER FEES:	(Fees are the same for all categories)
- Attendant on Duty	$25/hr.
-Opening/Closing Fee (when needed)	$25
-Liability Insurance	Fees determined for each use.
-San Leandro Police Dept. Security	Fee determined by current overtime rates for police personnel
-Private Vendor Security	Fee determined by current hourly rates, nature of event, and number of participants
-Utilities	Fee determined by average current hourly costs
-Meeting Room Damage Deposit	$50 - $250, depending upon room size
EQUIPMENT RENTAL:	
-Power Point Projector and Screen	$50
-Conference phone	$25
-DVD/VCR Player	$25
-Overhead Projector and Screen	$25
-Slide Projector and Screen	$25
-17" TV/VCR Combo	$25
-Extension cord	$10
-Flip chart with paper and pens	$25
-Flip chart w/o paper and pens	N/C
-Dry erase board with pens	$5
50 to 100 cup Coffee Pot	$10
-Wooden easel	N/C
-Piano	$50

Cancellation Policy (Rooms)

a. Full refund of deposit and fees if cancel more than 90 prior to event
b. If cancel between 90 days and 30 days prior to event, forfeit full damage deposit
c. If cancel between 30 days and 10 days prior to event, forfeit full damage deposit and one half of all fees collected
d. If cancel less than 10 days prior to event, forfeit all deposits and fees collected

III. FACILITY ASSIGNMENT CRITERIA

A. City of San Leandro Meetings, events and activities have first priority for first use.

B. Planned activity must be compatible with facility and also compatible with activities planned in adjacent rooms or facilities. **This includes parking availability.**

C. Estimated attendance should correspond to room/facility.

D. Food is permitted only in designated rooms or areas.

E. Karp Senior Meeting Facility may be reserved by eligible senior groups six months in advance. All other eligible groups may reserve it two months in advance.

F. Auditorium at Marina Community Center and Lecture Hall at Community Library Center may only be booked once every six months by Eligibility Groups B, C, D, E, F or G groups.

G. Department determines days and times of day when meeting may be held.

H. Operating conditions may necessitate a change in room location or time of meeting.

I. Standard room setups are strongly encouraged. Customized setups are contingent upon the ability of department to provide manpower to do them and may result in additional fees.

J. Application for permit to use facility must be submitted to the Library Services Department at least ten (10) working days prior to date requested. Facility availability may be confirmed by telephone, however facilities can only be reserved in person with a written application.

K. Rooms may be reserved six months in advance.

IV. FACILITY USE REGULATIONS

A. Applicant is responsible for orderly conduct of group as well as enforcing all regulations covering the Use of City facilities.

B. Applicant is responsible for clean up of litter.

C. Facility must be cleared by the time specified on the application.

D. Alcoholic Beverages

1. Applicant must inform department of intention to serve alcoholic beverages at the time of application.
2. No alcoholic beverages are permitted at parking lots or posted areas.
3. Beer and wine may be served in rooms which food is permitted at the Marina Community Center and Community Library Center. Beer must be in individual containers. No kegs permitted at any time. No hard liquor at anytime. Food must be served when alcohol is served.
4. If wine or beer is to be sold (for cash or tickets), applicant must apply to the ABC for a one-day permit.
5. Beer and wine are permitted in picnic areas unless posted.

E. Food and Non-Alcoholic Beverages

1. Food and non-alcoholic beverages may only be consumed in designated areas of each facility.
2. Groups using caterers must use a caterer from an approved list.
3. Groups wishing to do on-site food preparation/cooking without a caterer must have a trained kitchen supervisor. Kitchen supervisors may be hired from approved caterers or a trained member of the group may be registered with the Department.

F. All facility rentals require liability insurance.

G. Private social activities at which alcohol is served at the Marina Community Center and the Community Library Center must pay for security provided by sworn law enforcement personnel or an approved private security company.

H. Smoking is prohibited in all meeting facilities. Smoking is permitted in designated areas of outdoor facilities.

I. Amplified music is not permitted in pools, picnic areas, parks, or the Casa Peralta grounds.

J. Parking restrictions apply to all meeting room users. There is a 2-hour parking limit posted on spaces in the Main Library parking lot.

K. Meeting room users must provide their own supplies and equipment unless they are items listed and selected on the meeting room application. Users will be invoiced for equipment rental charges. Invoices must be paid before the meeting date.

SAN LEANDRO LIBRARY MEETING ROOMS

ROOM	MAXIMUM CAPACITY CHAIRS ONLY	MAXIMUM CAPACITY TABLES & CHAIRS	SPECIAL FEATURES	AUDIO/VISUAL EQUIPMENT	FOOD/ BEVERAGES PERMITTED
MARY BROWN ROOM	27	N/A	CARPETED STEPPED FLOOR		NO
TRUSTEES ROOM	42	27	CLASSROOM/ SEMINAR ROOM		NO
CONFERENCE ROOM B	42	27	CLASSROOM/ SEMINAR ROOM SECOND FLOOR		NO
CONFERENCE ROOM C	36	27	CLASSROOM/ SEMINAR ROOM SECOND FLOOR		NO
ANDREW CARNEGIE LECTURE HALL	214 FIXED SEATS + 4 WHEELCHAIRS	N/A	STAGE, CURTAIN, FIXED THEATER STYLE SEATS	SCREEN, SOUND SYSTEM, ASSISTED-LISTENING	NO
ESTUDILLO ROOM	120	120	SMALL STAGE, ADJACENT TO KITCHEN	SCREEN, SOUND SYSTEM, ASSISTED-LISTENING	YES
DAVE KARP MEETING ROOM	150	150	DANCE FLOOR, COFFEE BAR, KITCHEN ACCESS	SCREEN, SOUND SYSTEM, ASSISTED-LISTENING	YES
MANOR BRANCH PROGRAM	75	50		SCREEN, SOUND SYSTEM	YES

Single Event Meeting Space Application

City of San Leandro
Library Services Department
300 Estudillo Ave.
(510) 577-3942
(510) 577-3967 FAX

Contact Information

Organization: _____

Contact Person: _____

Home Address: _____
Street City Zip Code

Phone: (_____)_____ Work Phone: (_____)_____ Email: _____

Meeting Information

Type of Activity: _____

Day & Date: _____ Estimated Attendance: _____

Time needed (set-up thru clean-up): _____ am pm to _____ am pm Event starts at: _____ am pm

Facility Information

____ Mary Brown Room ____ Conference Room B ____ Estudillo Room

____ Trustees Room ____ Conference Room C ____ Dave Karp Senior Facility

____ Lecture Hall ____ Manor Branch Program ____ Kitchen

Room Arrangement (check one)

Number of Chairs: _____ Number of Tables: _____

____ Auditorium Style (rows of chairs) ____ Banquet Style _____ Food or Beverage Table

____Conference Table Style ____ Classroom Desk Style ____ Registration Table

Equipment – Equipment rental prices listed in the Facility Usage Fees and Guidelines

____ Projector, Movie ____ Mic, Hand held ____Flip Chart w/o paper ____ TV/VCR

____ Projector, Overhead ____ Mic, Standing ____Flip Chart with paper & pens ____ TV/DVD

____ Projector, Slide ____ Mic, Table Top ____Wooden easel ____Screen

____ Projector, Power Point ____ Mic, Podium ____ Dry Erase Board with pens

____ Conference Phone ____Mic, Lapel ____ Portable podium

Reservation Agreement:

If Application is granted, I agree to comply strictly with the facility guidelines, to supervise care in use of all facilities and equipment, and make good any damage or loss of property arising from our occupancy of any portion of the building.

ALL PARKING LOT RESTRICTIONS APPLY TO MEETING ROOM USERS – TWO HOUR LIMIT.

Please Note: All applications are tentative until permit is issued.

_____ _____
Applicant's Signature Date

For Library Use Only

Facility Fee _____
Security Fee _____
Insurance _____
Equipment Rental _____
Damage Deposit _____
Maintenance _____
Total Due: $ _____

User Eligibility:
Group A ____ Group E ____
Group B ____ Group F ____
Group C ____ Group G ____
Group D ____

Room Assignment: _____

Approved by: _____ Date: _____

Multiple Event Meeting Space Application

City of San Leandro
Library Services Department
300 Estudillo Ave.
(510) 577-3942
(510) 577-3967 FAX

Contact Information

Organzation:_____

Contact Person:_____

Home Address:_____
Street City Zip Code

Phone: (_____)_____ Work Phone: (_____)_____ Email:_____

Meeting Information

Type of Activity:_____ Estimated Attendance:_____

	Day & Date	Time needed (please include set-up and clean-up times)			Event starts at	For Library Use Only: Room Assignment
1.	_____	_____	to	_____	_____	_____
2.	_____	_____	To	_____	_____	_____
3.	_____	_____	to	_____	_____	_____
4.	_____	_____	to	_____	_____	_____
5.	_____	_____	to	_____	_____	_____
6.	_____	_____	to	_____	_____	_____
7.	_____	_____	to	_____	_____	_____
8.	_____	_____	to	_____	_____	_____
9.	_____	_____	to	_____	_____	_____
10.	_____	_____	to	_____	_____	_____
11.	_____	_____	to	_____	_____	_____
12.	_____	_____	to	_____	_____	_____
13.	_____	_____	to	_____	_____	

Room Arrangement (check one) Number of Chairs:_____ Number of Tables:_____ _____Registration Table

____ Auditorium Style (rows of chairs)_____ Banquet Style _____ Conference Table Style _____Classroom Desk Style _____ Food or Beverage Table

Equipment

_____ Projector, Movie	_____ Mic, Hand held	_____ Flip Chart w/o paper	_____TV/VCR
_____ Projector, Overhead	_____ Mic, Standing	_____ Flip Chart with paper & pens	_____TV/DVD
_____ Projector, Slide	_____ Mic, Table Top	_____Wooden Easel	_____Screen
_____ Projector, Power Point	_____ Mic, Podium	_____ Dry Erase with pens	
_____ Conference Phone	_____Mic, Lapel	_____ Portable Podium	

Reservation Agreement:

If Application is granted, I agree to comply strictly with the facility guidelines, to supervise care in use of all facilities and equipment, and make good any damage or loss of property arising from our occupancy of any portion of the building. ***ALL PARKING RESTRICTIONS APPLY TO MEETING ROOM USERS – TWO HOUR TIME LIMIT ON SPACES IN OUR PARKING LOT.***

Please Note: All applications are tentative until permit is issued.

_____ _____
Applicant's Signature Date

For Library Use Only

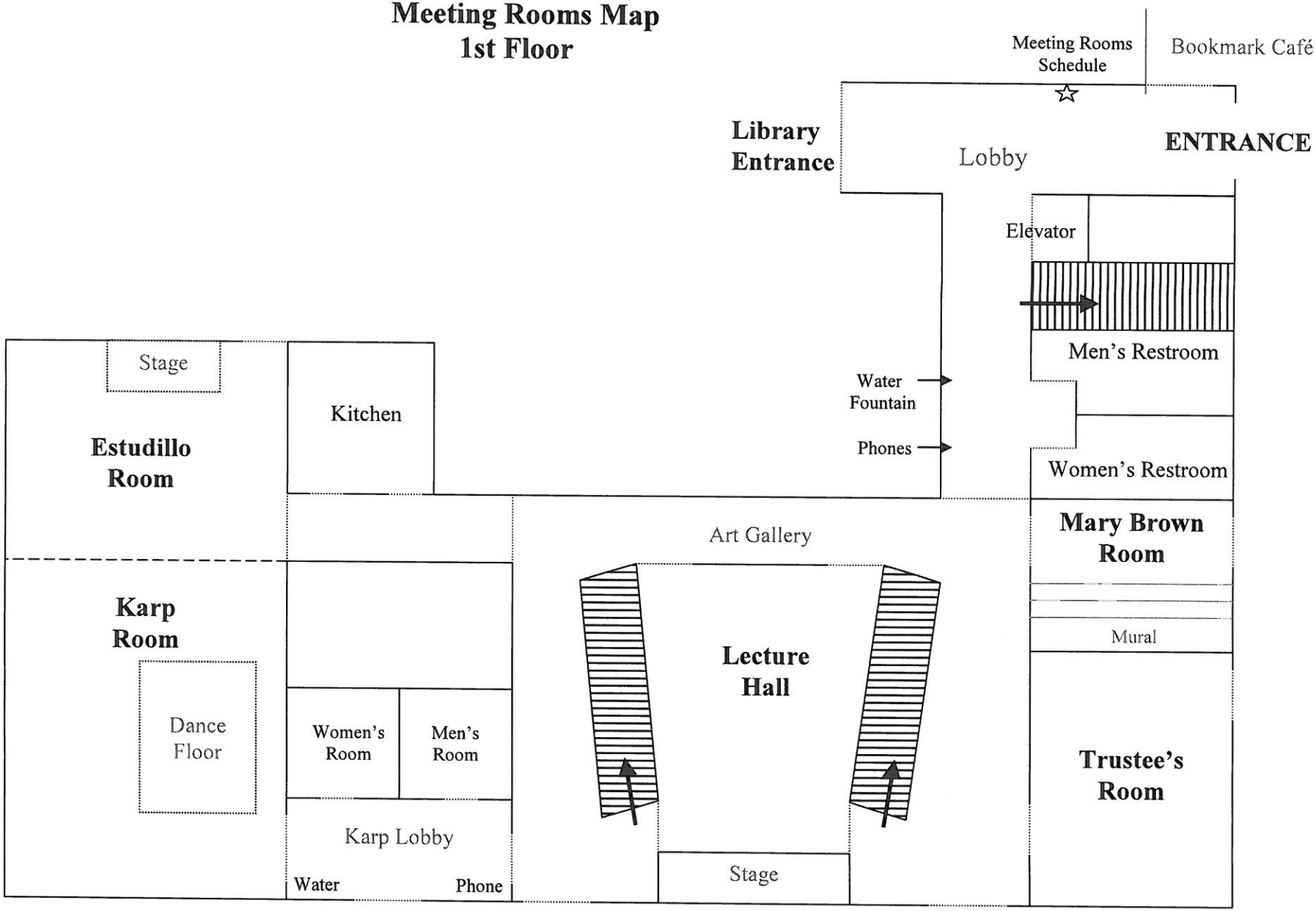
Facility Fee _____
Security Fee _____
Insurance _____
Equipment Rental _____
Damage Deposit _____
Maintenance _____
Total Due _____

User Eligibility:
Group A _____ Group E _____
Group B _____ Group F _____
Group C _____ Group G _____
Group D _____

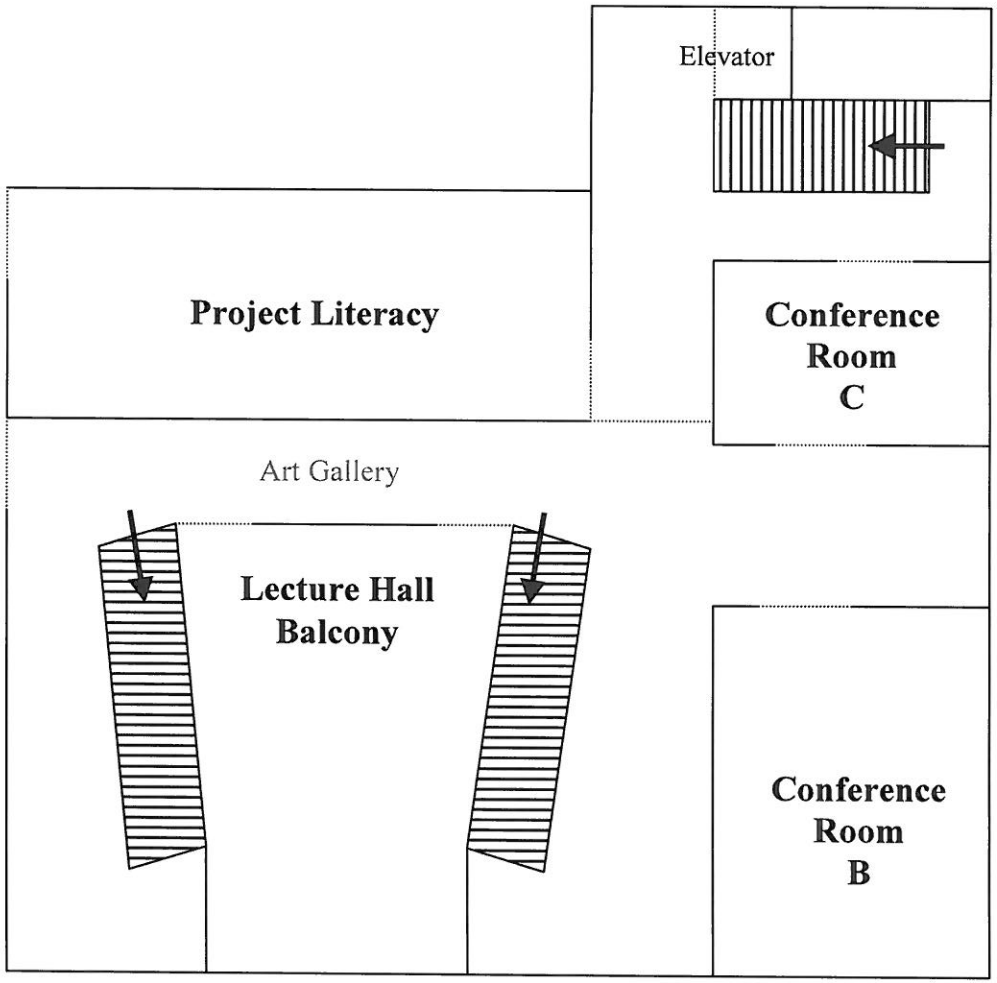
Approved by: _____ Date:_____

San Leandro Public Library

Meeting Rooms Map
1st Floor



◀◀ Estudillo Avenue ▶▶

San Leandro Public Library

Meeting Rooms Map
2nd Floor