

This policy provides Belvedere Tiburon Library staff and the public with guidelines for using and reserving meeting rooms. Meeting and study rooms of various sizes are available throughout the Library to provide the community with spaces for quiet work, group collaboration and discussion, and other learning activities. For this policy, meeting rooms are those with a table, chairs, whiteboard, and monitor for screencasting; it does not include specialized spaces in the library such as the Founders Room, art gallery, teen room, or various patios, administrative offices, storytime room, and Makerspace.

Use of meeting rooms is available to the public when those facilities are not needed for administrative use, activities, or programs sponsored in whole or in part by the Library, and when such use is not disruptive to the programs and activities of the Library. Such permission is revocable and does not constitute a lease. Permission to use a Library meeting room does not imply Library endorsement of any group or organization's aims, policies, or activities. Public use of meeting rooms is not a primary purpose of the Library and should not be allowed to disrupt the Library's primary service goals. The Library Director maintains the discretion to make exceptions to the Meeting Room Policy as needed.

**Prohibited Activities**

Library meeting rooms may not be used for any activity incompatible with the Library environment or interferes with its operations. The solicitation or sales of products or services, charging admission or registration fees, or soliciting donations other than in conjunction with a program or event sponsored or hosted by the Friends and Foundation of the Library organization are prohibited.

**Priority Use**

Priority use of meeting rooms is listed below by priority:

1. Library-sponsored functions
2. for groups and organizations affiliated with the Library;
3. for other local government departments, agencies, or commissions;
4. to children and youth groups and organizations involved in literacy programs;
5. for local neighborhood and community-based groups and organizations;
6. for other non-profit public and/or social service organizations.

Other requests will be considered on a first-come, first-served basis. Any previous approvals may be canceled at any time if the room is needed on an emergency basis for official governmental or Library business or the reservation conflicts with library programming. The reservation shall be canceled and may be rescheduled at the group's request.

**Usage and Reservations**

Meeting rooms at the Belvedere Tiburon Library may be used by the general public during regular hours of operation.

- A. One individual may reserve rooms for use by multiple people.
- B. Advance registration requests can be submitted no more than one (1) week in advance.

- C. Rooms may be reserved for a max of 2 hour a day, with an option to extend an additional hour if the room is not booked.
- D. To ensure equitable use of library facilities, the Library reserves the right to limit usage to no more than three (3) bookings per week.
- E. Patrons may have only one active reservation at a time for group rooms and workspaces.
- F. If the representative of the group who has reserved a room fails to check in with the library staff within fifteen (15) minutes of the start of the reservation, the Library may, at its discretion, cancel the reservation.
- G. Use must not exceed the maximum occupancy for the study rooms.
- H. Room set-up and take down are the group's responsibility. No additional furniture or equipment other than that already available in the meeting rooms will be provided unless prior arrangements have been made.
- I. All meetings must be open to the public if an agency is hosting a meeting. The sponsoring group must be clearly identified in publicizing a meeting to be held at the library. Groups must not imply Library sponsorship of their program or organization or include the library's contact information in their publicity.
- J. Permission to use meeting rooms may be withheld from groups whose members or invitees damage the room, equipment, or furniture, or fail to comply with these rules and regulations. Individuals causing disturbances during meetings will be asked to leave.
- K. Failure to follow this policy may result in the loss of future reservation and use privileges.
- L. The individual making the reservation, as well as the membership of the group as a whole, agree to comply with all applicable federal, state, county, and city ordinances, rules and regulations now in force or which may hereafter be enacted or promulgated.
- M. The Library will not be responsible for lost or damaged materials used in meeting rooms.
- A. The individual making the reservation, as well as the membership of the group as a whole, agree to indemnify and hold the Library harmless from and against any and all losses, expenses, demands, and claims made against the Library arising in any manner from such group's use of the library facilities, whether such losses, expense, demand, or claim made against the Library is caused by the Library's negligence or not.
- B. Light refreshments may be served, but groups may not prepare food on library property. Groups are responsible for cleanup.

### **Equipment**

- A. Audio-Visual Equipment is available.
- B. Staff can offer limited assistance with equipment. It is the patron's responsibility to determine if the equipment is compatible with the Library's equipment.
- C. Usage of Library computers must comply with the Library's Computer Use Policy & the Acceptable Use Policy for the Internet