

Mono County Library Mammoth Lakes Branch Meeting Room Policy

The Mammoth Lakes Branch of the Mono County Library will allow the use of its Meeting Rooms by any non-profit or community-based organization for meetings of a civic, educational, or cultural nature 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 to 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.

DESCRIPTION OF ROOMS

- **The Ellie Randol Reading Room** is a multi-purpose Meeting Room with tables and chairs to seat 32 (additional chairs may be brought in if program requires more seating), and an allowed capacity of 53.
- **The Small Conference Room** contains a conference table and seating for 10. Ten is the maximum capacity of this room.

PRIORITY USE OF ROOMS

The Library has established the following priorities for use of Meeting Rooms:

1. Library programs and meetings or Library-sponsored programs and meetings (including Friends of the Library events).
2. Meetings or trainings sponsored by the Mono County Office of Education or the Mono County Superintendent of Schools.
3. Other governmental agencies for public purposes
4. Educational programs of a civic, educational or cultural nature sponsored by non-profit organizations
5. Recognized community-based organizations may use the Library Meeting Rooms for meetings associated with public purposes.
6. Library Meeting Rooms may not be used by for-profit organizations or for private parties.

GENERAL GUIDELINES FOR USE OF LIBRARY MEETING ROOMS

- No alcoholic beverages are allowed in the Library or on its grounds.
- The Library is a tobacco free area.
- All meetings must be open to the public. Meetings may not be restricted to members of a club or organization.
- No admission may be charged to attend meetings.
- Nothing is to be attached to the walls of the Meeting Rooms.
- Meetings must be held during library open hours. Any group whose meeting extends beyond the library closing time will be responsible for paying a fee of one and one-half times the hourly rate of the library staff person remaining on duty. If a staff member is not available for after hours use, the use of the meeting room will not be approved.

- Children's groups must be adequately sponsored and supervised by adults.
- Groups that use county library facilities must agree that they will pay for damages to, or theft of, county property. They will also pay for cleaning if they cause it to be needed. A responsible adult will sign a form agreeing to this policy.
- Those using the meeting room are responsible for setting up within the assigned space and returning that space to the normal arrangement within the time reserved.
- Any group publicizing a meeting or program at the Library must identify themselves and their sponsorship and provide contact information in all advertisements and notices.
- Use of the meeting room does not constitute an endorsement of the views of the user by the Library. Groups may not imply that the Library sponsors their meetings.
- Rooms may not be used by any group or individual to advocate or engage in any activity that is illegal under California or Federal law.
- Exceptions to these guidelines may be made at the discretion of the County Librarian as deemed in the best interest of the Library and the community.

RESERVING ROOMS

- Reservations should be made at least ten days in advance, and may not be made more than 90 days in advance. A group may not schedule more than one meeting in a month. No organization may use the room more than two consecutive days.
- Arrangements to reserve rooms must be made by completing an application available at the Library Circulation Desk. This application will be reviewed by Library Administration who will approve or deny the request.
- The person who makes the meeting room reservation is responsible for ensuring that use of the room is in accordance with library policies and rules. Loss or damage to library property will result in assessed charges.
- If the room has not been cleaned after its use a cleaning fee will be charged to recover the actual cost of any necessary cleaning or repairs.
- The Small Conference Room may be available for patron use without a reservation for tutoring, test taking, etc., if not previously reserved for other uses. Permission for non-reserved use will be provided by front desk staff.
- The Library Authority Board reserves the right to cancel any meeting for any cause.

FOOD and DRINK

- Only light refreshments may be served during meetings in the Library. Requests for limited consumption of food and non-alcoholic beverages (water, coffee, soft drinks, etc.) in the requested space will be approved by staff as long as due care is exercised to protect the facilities.

THE LIBRARY AUTHORITY BOARD RESERVES THE RIGHT TO PROHIBIT THE USE OF THE ROOM BY ANY ORGANIZATION WHICH ABUSES OR NEGLECTS THE REGULATIONS AS SET FORTH ABOVE.

Adopted March 27, 2008