PURPOSE:

It is the policy of the Altadena Library District to allow individuals and organizations use of the District facilities and meeting rooms for purposes that enhance the District's educational, cultural and civic mission.

POLICY:

A. Priority of Facility Use

The use of District meeting spaces by outside groups is subordinate to the operating requirements of the Altadena Library District and will be permitted only when not in conflict with District-sponsored activities. All reservations are on a first-come, first-served basis.

Permission to use the facility in no way implies endorsement of the meetings or activities conducted in this facility, except when the event is sponsored by the District. Any implication of sponsorship, including District logos, may not be included in any advertisement for a third-party event or program.

The District reserves the right to preempt any event for a District sponsored event. In such rare instances the District will put forth every reasonable effort to give ample advance notice and assist the group in reserving another date and/or space.

The District reserves the right to deny use of these facilities to any group, organization, or individual that may cause a disruption to the ordinary and usual operations of the District.

B. Guidelines for Facility Use

1. All instructions of the staff must be followed.
2. District-authorized staff may enter and remain in a meeting room at any time in performance of duties.
3. Alcoholic beverages are prohibited in District facilities by Outside Groups.
4. Smoking is prohibited in public facilities and within fifty feet of the building.
5. Groups agree to restore area to original clean condition and agree to pay for any and all damages to District property while property is being used by the applicant.
6. Groups are required to vacate their reserved facilities by the time specified on their approved application, and no later than 15 minutes before the Library closing time.

7. Storage of personal property, supplies, or equipment in the library is not permitted.

8. The District assumes no responsibility for publicity and/or promotion of events.

9. Due to demand by District sponsored programs, recurring reservations cannot be accommodated.

10. Private social affairs such as parties, receptions and celebrations are not permitted unless in partnership with the District.

C. Barbara J. Pearson Community Room

Applications are accepted up to thirty (30) days in advance. Tentative booking of the Community Room may be initiated by telephone. However, telephone or in-person booking will reserve the date and time for one week only. A fully completed, signed Application for Use of Community Room must be submitted and approved for a reservation to be confirmed. If no application is received said date and time will be released.

Completion of Application does not grant either privileges or approval until the application is reviewed and approved. Upon approval, a signed application will be e-mailed to applicant. This serves as confirmation of approval and scheduling. An invoice will be included if use fees are being charged.

Any applicable use fees must be paid upon receipt of an approved and confirmed application.

Fee-based businesses will be charged $50 per hour for use of the Community Room.

D. Insurance Required

Insurance is required for all Community Room rentals. Proof of adequate insurance is required and must be approved by the District. If you do not have insurance and would like to purchase 3rd party insurance coverage, please contact Administration at (626) 798-0833 x118 for assistance.

Events held in the Community Room shall remain open to the public at all times.

E. Groups Responsible for Set-up and Break-Down

1. Each group will be responsible for set-up, take down and clean-up. Users need to allow enough time within their reservation period to accomplish these tasks. Meeting rooms are to be returned to their original condition and configuration.

2. Groups are expected to conclude their meeting and accomplish all clean-up half an hour before the library closes.
3. Equipment supplies or personal effects cannot be stored or left in the room before or after use.
4. Groups accept the room as-is and reservation times must include adequate time for set-up and clean-up of room.
5. At the discretion of the District Director groups may be charged for staff-time. This is dependent on the nature of the reservation and size of the group that may require staff assistance and/or security.

F. Small Study Room

The Small Study Room located in the Children’s room of the Main Library is available, during library operating hours on a first-come, first-served basis. There is no charge for use of the Room. The Room allows a maximum of eight (8) people.

1. Sign-ups
   1.1 Room sign-ups begin when the Library opens for the day and are valid for that day only.
   1.2 The Room must be vacated no later than 15 minutes to closing.
   1.3 Sign-ups are taken at the Information Desk in-person.
   1.4 The Study Room is available for use by patrons who have a valid library card and are in 6th grade or older.
   1.5 Patrons will need to check-out a key to the Room using their Library card.
   1.6 For individuals without a Library Card, a valid I.D. will be held upon sign-up and returned once patron’s session is completed.
   1.7 Room sign-ups are one (1) hour for both groups and individuals.
   1.8 Time may be extended by a maximum of one (1) hour if no one is waiting for the Room. Only one session per day is allowed for singles or by any member of a group using a study room.
   1.9 The room is only held for an existing reservation for 15 minutes. After 15 minutes, the hold will be released.

2. Guidelines
   2.1 Patrons may leave the Room to go to the restroom or acquire a study aid, but otherwise there is no in-and-out. The District is not responsible for personal belongings or their loss.
   2.2 The person signing up for the room assumes responsibility for all damages and for making sure the room is clear of all personal belongings and trash at the end of use.
   2.3 Covered drinks are allowed. No food is allowed.
   2.4 Lights must remain on and the door must remain unlocked.
   2.5 The Room is not sound-proofed. Loud noise and disruptive behavior will result in immediate loss of privileges. Library staff has the authority to ask individuals and groups using the Room inappropriately to leave.
Barbara Pearson J. Pearson Community Room
Application and Acknowledgement

By signing below, you acknowledge that you have read the Meeting Room Policy and agree to abide by all guidelines therein stated. You understand that you are responsible for set-up and clean-up of the room.

Requested Reservation Date:____________________

Time (include setup and cleanup): Start:_______ End:_______ Anticipated Attendees:________

Describe the purpose of your meeting (note: parties, social events, etc. will be declined)

Name of person filing application

Organization and Title if applicable

Address (Street, City, Zip)

Phone Number

E-mail address

Signed ____________________________ Title ____________________________ Date ____________

OFFICE USE ONLY

Date Requested:

Date Approved:

( ) Proof of Insurance
( ) Non-Profit ( ) Profit, Private or Commercial ( ) Fee Paid
Signature of District Director or Designee ____________________________