



ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

SUBJECT: Facility Use Policy

SECTION: Administration

BOARD APPROVED: 06/27/2022

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 facilities by outside groups is subordinate to the operating requirements of the Altadena Library District and will be considered only when not in conflict with District-sponsored activities.

- The Altadena Library District has first priority on all dates.
- The Altadena Library Foundation and Friends of the Altadena Library have second priority on all dates.
- All other organizations, municipal agencies, individuals and groups (referred interchangeably in this document as "third-party," "outside organizations," or "outside groups") have third priority on all dates. Entities of this nature are served on a first-come, first-served basis and are required to submit a completed **Altadena Library Facility Reservation Request** form. The District reserves the right to deny these reservation requests at its sole discretion.
 - A fee schedule applies for all third-party entities, and all third-parties are classified as either "non-profit", or "commercial/for-profit." Please see the District Facility Schedule of Fees for current rates.
 - Private events, parties, celebrations, and social gatherings are not permitted.

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 outside group in reserving another date and/or space.

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

B. Endorsements and Marketing

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

1. Each group is responsible for its own marketing. Any printed or digital publication must include the statement "**This program is not sponsored by the Altadena Library District,**" in the same size font as the primary body text of the publication. Marketing must not include the library telephone number or email.
2. Signs produced for directional purposes must be submitted to staff the day before the activity and staff will post them. Unauthorized signs will be removed.
3. Neither the name nor address of the Altadena Library District may be used as a mailing address for organizations, groups or individuals using meeting room facilities.

C. Prohibited Admission Requirements, Sale of Goods and Services, and Fundraising Activities

No admission, registration or membership fee can be charged by outside groups. All events shall remain open to the public.

The sale of goods and services by outside groups is prohibited.

Fund-raising activities are not allowed without authorization by the Library Board of Trustees, except for Library affiliated groups such as the Altadena Library Foundation and Friends of the Altadena Library.

D. Indemnification and Insurance

The District requires the user of any premises or facility to indemnify or hold harmless the Altadena Library District, its officers, directors or employees of any loss, liability or damage arising out of, as the result of, or in connection with the use of the facility or premises, equipment or services to the city, its officers or employees, including all costs of defending any claim arising as a result thereof.

Insurance may be required, depending on the nature of the reservation. This will be determined by the Director upon review and approval of the reservation application.

E. Facility Use Guidelines (not including the facility's Small Study Room).

1. **Conduct**
 - 1.1 Outside groups and their guests, exhibitors, contractors, and all other

- associates, must abide by the **Altadena Library District Code of Conduct**.
- 1.2 Outside groups shall be held monetarily liable for damage to equipment, furnishings, and the building, whether caused by the outside group, or their guests, exhibitors, or contractors. Future use of the facilities may be denied for incidences of damages to the facility or other misconduct on the property.
 - 1.3 Room capacity may not be exceeded.
 - 1.4 Smoking is prohibited in public facilities and within fifty feet of the building.
 - 1.5 All instructions of District staff must be followed.
 - 1.6 District-authorized staff may enter and remain in a meeting room at any time in performance of duties.
- 2. Food and Beverages**
- 2.1 Pre-packaged food and catering is permitted. All food must be prepared and served in compliance with Los Angeles County Health guidelines.
 - 2.2 Alcoholic beverages are prohibited in District facilities by outside groups, unless an exception is made by the District director. All applicable permits must be obtained if an exception is granted.
- 3. Set-up and Break-Down Responsibilities**
- 3.1 Each group will be responsible for set-up, take down and clean-up. Groups 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.
 - 3.2 Equipment, supplies, or personal effects cannot be stored or left in the facility before or after use.
 - 3.3 Outside 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.
 - If the reservation exceeds the time specified in their approved application, the renter will be charged at the hourly rate for any portion of the first hour after the end time and any additional hours or portions thereof.
- 4. Public Access**
- 4.1 Events shall always remain open to the public.

F. Application for the Barbara J. Pearson Community Room

Applications are accepted up to sixty (60) days in advance. A fully completed, signed **Altadena Library Facility Reservation Request** must be submitted and approved for a reservation to be confirmed.

Completion of the 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 the applicant. This serves as confirmation of approval and scheduling. An invoice will be included for fees.

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

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

Please see application for currently accepted forms of payment.

G. Fee Schedule

All rates are hourly.

Minimum Rental period is 2 hours for the Barbara J. Pearson Community Room.

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.

Fees are due 14 days from the event date. If fees are not paid in this time period, the reservation is forfeited.

Non-Profit Organizations need to provide proof of non-profit status.

Private events, parties, celebrations, and social gatherings are not permitted.

There is no charge for use of the Small Study Room.

Altadena Library District Facility Use Schedule of Fees			
Barbara J. Pearson Community Room	Non-Profit	Commercial/ for profit	Staff/Security Fee (if fee is determined necessary by District)
	\$50/per hour	\$100/per hour	<i>To be determined upon approval of application</i>

Refunds

Fees are non-refundable.

In cases where an event has been preempted by the library, and an alternative event date is not possible, all fees will be refunded.

H. 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 or in our MyLibro app.
- 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.