

# San Mateo Main Library

## Meeting Room & Facilities Rental Policy

[Policy revised by the Library Board – August 25, 2008  
Format revisions February 2014]

Please print document & initial where indicated as acknowledgement of policy, whether or not it is directly applicable to your specific request. Provide written signatures, digital signatures are not accepted.

### POLICY

The San Mateo Public Library has a complement of meeting rooms that are available as a public service and may be rented at rates established in the fee schedule of the City of San Mateo. ~~Preference~~ **Priority use of** the Library's meeting room calendar will be given to Library programs, use by other City departments, the Library Foundation and education based partners of the Library. The fact that a group is permitted use of a meeting room does not constitute an endorsement of the group's policies or beliefs by the Library nor the City of San Mateo.

A completed application form must be submitted to the Library Administration Office in person, by U.S. mail, or email to [libraryreservations@cityofsanmateo.org](mailto:libraryreservations@cityofsanmateo.org) ~~or by fax (650-522-7801)~~. The application must be signed by an authorized representative of the group who shall attend the meeting and be personally responsible for the conduct of the meeting and any damage to the Library.

Each application will be reviewed and the contact person will receive confirmation either by email or U.S. mail. Applications must be submitted at least ten calendar days prior to the meeting date but **not more than three months (90 days to the date of the request) in advance**. Information about the room's availability may be provided by phone (650-522-7802); however, applications will not be considered as confirmed until a **signed application is submitted with full payment** (at the corresponding fee rate) and confirmation is sent or provided by the Library staff.

In order to ensure accessibility to as many community members as possible, the following restrictions will apply. Use of meeting rooms will be limited to one meeting per month by an organization, unless otherwise authorized by the City Librarian. The Library advises that announcements or publicity for the meeting not be printed or distributed until written confirmation from the Library is received.

\_\_\_\_\_(Initial) All promotional materials must be reviewed by the Library in advance of publication and distribution. ~~Printed~~ Printed and electronic materials, **including social media**, must include the following disclaimer: **"The San Mateo Public Library facilities are being rented for this event. The viewpoints and materials presented at this event are not necessarily endorsed by the City of San Mateo or the San Mateo Public Library."** Failure to comply with this requirement may result in cancellation of booking and forfeiture of all fees paid.

### TERMS and CONDITIONS

1. Applicants must adhere to all of the Library's meeting room regulations. Noncompliance will result in the loss of meeting room privileges.
- ~~2. Reservations will be considered on a first come, first served basis. Simultaneous reservation requests submitted in person will receive priority over phone calls, faxes, email or mail. If there are multiple reservation requests for the same time,~~ reservation requests will be considered in the order they are received during Administration Office business hours and processed according to priority use.
3. Meetings may be open to the public or requested for private use. Private use functions will require that the group using the room declare such use at the time of submitting the application.
4. Users of the meeting rooms must observe all of the Library's regulations related to the facilities and accept financial responsibility for all damages to the Library, furniture and equipment.
5. Meetings held during the Library's hours of service must end at least 15 minutes before the Library closes. After hours use must be requested specifically on the application; and payment made at the time application is submitted. Fees for after-hours use are itemized on the Fees Schedule of the City of San Mateo.
6. Refreshments may be served at the event if it is specified on the application form. The Library reserves the right to approve all caterers to be used by applicant.
7. \_\_\_\_\_(Initial) The Library's technology equipment and services may be requested by the applicant at the time of the application. In the event equipment malfunctions during use, it should be brought to the attention of Library staff. Applicants cannot attempt to repair malfunctioning equipment. *All equipment must be turned off at the end of use.*
8. Attendance must not exceed the posted capacity of the meeting room being used: Oak Meeting Room (~~142~~ 124); Laurel Meeting Room (36); Cedar Meeting Room (24); Computer Training Lab (26). Capacity levels for other areas of the Library can be confirmed at the time application is submitted.
9. Room set up configuration should be requested at the time of the application, but not later than 5 business days before the

event.

10. Use of the computer training room must be limited to the capabilities and programs available on the computer technology equipment. No additional programs may be installed in the Library's computers by the instructor or students and adherence to the Library's computer use policies must be observed.
11. The San Mateo Public Library and the City of San Mateo is not responsible for loss or damage to property left in the rented meeting room by the applicant and co-users.
12. Any person or group using the meeting rooms and facilities of the San Mateo Public Library agrees to indemnify and hold harmless the San Mateo Public Library and the City of San Mateo from any and all actions or suits relating to its use of such rooms and facilities.
13. Exceptions to the policy and regulations must be approved in advance by the City Librarian.

### **ADDITIONAL TERMS and CONDITIONS**

#### **HOURS**

1. \_\_\_\_\_ **(Initial)** The requested reservation hours must include time for any of your group's setup and cleanup needs (e.g., decorations, caterers, bands). No individuals associated with your event will be admitted to the room/s before the access time contracted and all must vacate the room/s by the contracted ending time.
2. Delivery of supplies or equipment will not be accepted at the Library prior to the contracted reservation time.
3. Overtime charges of twice the hourly rental rate will be assessed for events when the room is not completely vacated by the contract ending time, this includes any catering or other supply pick up. Reservations may not be extended beyond the contract ending time. Overtime is charged in hour increments for any hour or part thereof beyond the contracted ending time that the room/s are not vacated by the applicant.
4. The Library will attempt to accommodate requests to change the date and hours in the rental contract; however, the Library reserves the discretion to deny such requests. All requests for modification of the rental contract times must be requested and approved at least 5 business days in advance of the event date.

#### **SET UP and CLEAN UP RESPONSIBILITIES**

1. Library staff will make an effort to set up tables and chairs to your specifications, but cannot always guarantee that this can be done.
2. Setup requests for tables and chairs must be submitted at least 5 business days prior to the event. The Library must approve all set up requests.
3. \_\_\_\_\_ **(Initial)** Applicant will complete the Reservation Closing checklist and return to Library staff.
4. \_\_\_\_\_ **(Initial)** The applicant is responsible for clearing all tables and for placing all garbage in refuse bags/cans. The Library will supply plastic trash bags.
5. All additional setups, signs or decorations are the responsibility of the applicant. The removal of these setups, signs or decorations is also the responsibility of the applicant.
6. All decorations must be approved by the Library in advance and set up under Library supervision. *Decorations must be attached with blue masking tape only, NOT cellophane tape, tacks, brads, or nails. The Oak Room is the only exception; it does have a bulletin board wall that can accommodate push pins.* All tape must be carefully removed by the applicant.
7. Equipment needs beyond tables and chairs must be requested in advance on the contract application.
8. Heat, spark or flame producing devices, including coffee pots and candles, may NOT be used. Chafing dishes are acceptable if Sterno is used for heat AND table linens have been treated with a flame retardant OR Sterno is placed on a flame retardant surface.

#### **FOOD and KITCHEN USE**

1. \_\_\_\_\_ **(Initial)** All food service supplies and equipment must be provided by the applicant. Any heat generating appliances such as microwaves, toaster ovens, coffee makers, catering food warmers, or electric fry pans **are not permitted**. Applicant may, however, use Library provided microwave oven, refrigerator, and sink adjacent to the reserved room/s by previous arrangement.
2. \_\_\_\_\_ **(Initial)** The applicant is responsible for cleaning the kitchen after using it.

#### **ALCOHOL and SMOKING**

1. Applicants serving alcoholic beverages of any kind must request Library approval to do so at the time of application.

2. If approved by the Library, applicant accepts the responsibility for the use of alcohol in the Library and agrees to prohibit the use of alcohol by minors.
3. Applicants who charge a fee to serve alcohol, or charge an admission fee and serve alcohol, must obtain a temporary alcohol sales permit from the State of California Alcoholic Beverage Control Board. Evidence of such a permit must be presented at the time final payments and set up diagrams are returned, this is normally at least 10 calendar days in advance.
4. Smoking is NOT permitted inside City facilities. Smoking is only permitted in outdoor areas and at least 20 ft. from the Library. It is the responsibility of the applicant to maintain compliance of this regulation by attendees.

## **PAYMENT OF FEES and DEPOSIT RETURN**

1. \_\_\_\_\_ **(Initial)** The payment of all fees must be made at the time of application in order for the booking to be confirmed. Completion of any additional conditions of approval must be completed at least 10 calendar days in advance of the scheduled use. Failure to meet this deadline may result in cancellation of the reservation and forfeiture of payments or deposits.
2. Meeting room reservation payments and security deposits may be made in one of the following forms: Visa, MasterCard, ~~American Express~~ or Discover Card, Certified Check, Money Order, Personal Check, Organizational Check, or Cash (not exceeding \$100).
3. Security deposits paid by credit card will be refunded (if applicable) as a credit to the originally charged credit card, unless the original card has expired, in which case a check refund will be issued.
4. For some reservations, a security deposit, in addition to regular fees, is required. This shall be used to cover additional fees for exceeding the reservation time, damage to the Library or equipment, or additional cleanup needs.
5. The applicant shall be liable for all costs for restoring or replacing damage or loss. An applicant's additional liability shall not be limited to the amount of any security deposit.
6. Please allow two to four weeks after your event for the return of any deposits.

## **CHANGES and CANCELLATIONS**

1. All communications for requesting modifications of the rental contract shall be between the reservation applicant and the Library Administration Office. No requests for changes to the rental contract or setup arrangements will be accepted from any person other than the applicant named on the reservation.
2. If cancellation of a reservation is necessary, the Library Administration Office must be notified immediately. Cancellation must be made **at least 10 calendar days in advance** of the use date or the applicant may be assessed a cancellation fee. Reservations cancelled with less than 10 calendar days notice will be charged a cancellation fee equal to one hour's rental fee.
3. If the nature of the event changes or if the number of participants changes, the Library personnel must be notified **at least 10 calendar days in advance**, and, if necessary, fees will be changed in accordance with applicable rates. The Library reserves the right to disapprove any such requests.

## **RESERVATION REVOCATION**

1. **The Library reserves the right to revoke** a reservation ~~may be revoked~~ for failure to observe any rules, regulations, and ordinances of the City of San Mateo; or when the room/s is needed for programs sponsored by San Mateo Public Library.
2. Fights, vandalism, or unacceptable behavior occurring during a reservation use shall cause immediate cancellation of the reservation and forfeiture of all fees or deposits.
3. Any publication of the proposed activity for which this reservation is desired, which occurs prior to the reservation being granted, shall cause the reservation to be denied.
4. Events which exceed the attendance allowed, as indicated on the contract, may be immediately cancelled with forfeiture of all fees or deposits.
5. If incomplete or incorrect information regarding either the nature of the event or the expected number in attendance is given, the Library may immediately cancel the reservation with no refund of fees or deposits.

## LIABILITY and INSURANCE COVERAGE

1. For failure to deliver the premises as set forth in this agreement, the maximum liability of the Library is for return of any reservation fees and deposit paid by the applicant.
2. All applicants must accept the Library meeting room/s in the condition found. The City makes no warranty as to the safety and usability of any facility beyond that afforded the general public.
3. All persons, groups, and organizations shall agree to hold harmless, defend and indemnify the City, its elective and appointive boards, commissions, officers, agents, and employees from and against any and all claims, loss, liability, damage and expense for property damage or personal injury, including death, which might arise from the use of the Library meeting rooms.
4. All persons, groups, and organizations using the Library facilities for money raising purposes, or when an admission is charged or items sold, or for events open to the general public, shall file evidence of public liability insurance in an amount of not less than \$1,000,000 for injury to anyone person, and in an amount not less than \$1,000,000 on account of any one occurrence, and of property damage insurance in an amount of not less than \$100,000 for damage to the property of each person on account of anyone occurrence, and a \$250,000 aggregate property damage. The evidence of insurance shall be in the form of an endorsement to the policy, naming **the City, its elective and appointive boards, commissions, officers, agents, and employees** as additional insureds. This endorsement document must be submitted with proof of insurance to the Library Administration Office at least 10 calendar days in advance of contracted use.

## SECURITY and CHAPERONES

1. Where applicable, the Library may require adult parent chaperones for youth activities. A list of these chaperones must be submitted to the Library Administration Office least 10 calendar days prior to the event and must include each chaperone's address, phone number, and relationship to attendees.
2. Where applicable, the Library may require that an applicant hire special private security for a reservation. A copy of the contract with the security company must be submitted at least 10 calendar days in advance of the event.

*My signature below signifies that I am the responsible party for this reservation request and that I affirm all the above information is accurate and complete. If there are any changes in the above information, I will immediately notify the Library Administration Office.*

*I have read, initialed and agree to abide by all of the conditions contained herein as well as any as the Conditions of Use contained in the Permit and any supplemental policies and requirement specific to the facility permitted and understand that I will be responsible for all costs the Library may incur as a result of any failure to fully comply with all of these conditions. I agree to hold harmless, The City of San Mateo, its elective and appointed boards, commissions, officer, agents, and employees for any injury or loss incurred by those using the facilities requested.*

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Name and Title (please print)

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Signature

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Date