



# South Pasadena Public Library Community Room Policy

**Availability:** The Community Room is available to be rented by all non-profit groups/organizations, businesses, and individuals when not in use for Library or City activities. The room is not available for private receptions or parties, or meetings which are commercial or involve heavy activity; or arts and crafts activities presenting risk of damage to the carpet and furnishings. When questions arise regarding the application of this policy, the City Librarian and/or the Library Board of Trustees will make final determinations. The Library reserves the right to deny requests. Use of the room does not constitute endorsement by the Library.

**Hours:** 7:00 A.M. to 10:00 P.M. daily, including weekends and holidays.

**Room Capacity:** The Community Room has available seating for up to 150.

**Reservations:** A written application is required of all groups and individuals using the Community Room. Application forms are available at the Library Reference Desk and Administrative Secretary's office during open hours. Applications must be submitted to the Administrative Secretary. Reservations can be made for individual events up to one year in advance. Groups wishing the use the Community Room annually must renew their application yearly. Renewal applications must be filed each year by November 1<sup>st</sup>. Reservations will be considered firm when a completed application has been approved. The room may not be used more than two times per month for on-going groups. Cancellations are accepted up to 72 hours of the scheduled reservation for a refund, less a \$10.00 processing fee.

**Fees:** Fees for the use of the room vary based on profit or non-profit status of the organization. An individual rate is also available. No admission, registration or membership fee can be charged by users unless written approval is provided by the Library. Fund-raising activities generally are not allowed without written permission by the Library. Waiver of any fees is at the discretion of the City Librarian or the Board of Trustees. Please see application for charges.

**Responsibility:**

- Groups using the room are responsible for maintaining the order and cleanliness of the room and its furnishings and equipment. The renter is liable for any damages. Groups must leave the room in good condition for the next group.
- Misuse of the Community Room or its contents and/or disregard for this Policy will be grounds for cancellation of Community Room privileges.
- The responsible party submitting the application is responsible for knowing the rules governing the facility and for communicating these rules to the members using group.
- Smoking is prohibited within the building and throughout the Library Park.
- Candles and incense are also prohibited.
- Cooking cannot be done in the facility nor can meals be served which would require a sink or other kitchen equipment.

**Equipment and Furniture:** The Community Room contains chairs, tables, display panels, a movie screen, a podium, an LCD Projector, a DVD player, an overhead projector, a slide projector, sound system and piano. For microphones, LCD projector, DVD player, overhead projector and/or slide projector, a request for use must be made in advance. No other equipment or furniture can be provided by the Library. Please refer to application for fees.

**Access After Hours:** If the Community Room is to be used when the Library is closed, advance arrangements must be made with the Administrative Secretary or Reference Staff. Because of the Library's security system, the Community Room can be entered only at the times approved on the application. All members of a group and its audience must exit the building at the time designated on their application (in all cases, no later than 10:00 p.m.) excluding official City use.

**Keys for after hour access:** Keys are available from Library Administration, Monday through Friday from 10 a.m. to 5 p.m., or at the Library's Reference Desk during regular hours. Only the Responsible Party (person signing the application) or their assigned representative may pick up the keys. Under special circumstances, keys may be issued up to 24 hours in advance at the discretion of Library Administration. Keys must be returned to the key box next to the Community Room light switches when done.