

LIBRARY MEETING ROOM USE POLICY

Library and Community Services
800 Alma St., Menlo Park, CA 94025
menlopark.gov



Definitions
For the purposes of this policy, the term “meeting” includes any event, gathering, meeting, tabling, consultation, workshop, or other activity that takes place in library meeting rooms or public spaces. The term “library meeting room” includes all meeting rooms and open public spaces inside library buildings and surrounding grounds.
Rental fees
Library meeting room rental fees are charged according to the City’s Master Fee Schedule. Rental fees must be paid in full prior to the start of the meeting.
Meeting room hours
Library meeting rooms are available only when the library is open to the public. Meetings must conclude 15 minutes before the library closes to allow sufficient time for clean-up. All attendees must exit the meeting room no later than 15 minutes before closing.
Room set-up and take down
<ul style="list-style-type: none">• Chairs and tables are available for groups to set up to meet their individual needs.• The library does not assume responsibility for setting up the room.• Renting groups are responsible for setting up the room and returning it to the required room setup.• Meeting rooms must be left in a clean and orderly condition.
Meeting room use and criteria
<u>Tutor room – Belle Haven Library</u> <ul style="list-style-type: none">• Available to incorporated City of Menlo Park residents only (no fee)• User must have a valid City of Menlo Park library card• User must follow all library policies• Maximum reservation duration is 90 minutes• Maximum number of reservations is 2 reservations per week• User may request a reservation as little as 0 minutes in advance (walk-in), but no more than 4 weeks in advance• Reservation requests are subject to room availability at the time of request• Room is only available during library open hours.
<u>Conference room – Belle Haven Library</u> <ul style="list-style-type: none">• Available to valid 501c3 nonprofit organizations only (must be listed in the California Attorney General's Registry of Charities and Fundraisers)• Fees apply per the City of Menlo Park Master Fee Schedule• Renter must follow all library policies• Minimum rental duration is 90 minutes• Maximum rental duration is 4 hours• Renter must make reservation at least 48 hours in advance, and no more than 8 weeks in advance• If cancellation is less than 24 hours in advance, then user may receive an 80% refund of rental fee• If cancellation is more than 24 hours in advance, then user may receive a 100% refund of rental fee• Reservation requests are subject to room availability at the time of request• Room is only available during library open hours.
<u>Learning Lab – Menlo Park Library</u> <ul style="list-style-type: none">• Available to valid 501c3 nonprofit organizations only (must be listed in the California Attorney General's Registry of Charities and Fundraisers)• Fees apply per the City of Menlo Park Master Fee Schedule• Renter must follow all library policies• Minimum rental duration is 1.5 hours• Maximum rental duration is 4 hours

- User must make reservation at least 48 hours in advance, and no more than 8 weeks in advance
- If cancellation is less than 24 hours in advance, then user may receive an 80% refund of rental fee
- If cancellation is more than 24 hours in advance, then user may receive a 100% refund of rental fee
- Reservation requests are subject to room availability at the time of request
- Room is only available during library open hours.

Reservations

Library meeting room reservations may be made by calling 650-330-2520 during open hours, or online at menlopark.gov. Reservations are provisional and remain so until a rental application has been submitted and confirmed.

Submit rental application to:
 Library Administration
 800 Alma Street
 Menlo Park, CA 94025

Rental applications also may be submitted electronically online at menlopark.gov.

- Rental fees must be paid in full prior to the start of the meeting.
- Rental fees are non-refundable.
- Individuals applying for library meeting room use must be 18 years of age or older.
- Applications must be filed at least 2 weeks prior to the meeting date.
- Reservations may not be made more than 6 months in advance.
- Applications may be denied based on schedule availability, applicant ineligibility, and/or library policy conflicts.
- All applications shall be public record and available for inspection.

Room scheduling priorities

When resolving schedule availability conflicts, meeting room reservations will be subject to the following prioritization:

1. City of Menlo Park and Menlo Park Library events and meetings receive the first priority for meeting room reservations. These activities include but are not limited to: story hours; lecture, craft and film programs; book review and discussion groups; Library Commission meetings; staff meetings; and other events sponsored by the library that encourage use of library materials and services.
2. Meetings and events that are co-sponsored by the City of Menlo Park and/or Menlo Park Library (for example, Friends of the Library book sales) receive second priority.
3. Menlo Park based charitable non-profit organizations receive third priority. For purposes of this policy "non-profit group" means a group that is eligible for tax-exempt status under sections 501(c)(3) of the Internal Revenue Code. Proof of tax-exempt status may be required to establish eligibility to use the room.
4. Other groups not described above and not excluded as provided in this policy receive the fourth priority.

Rules

Individuals and organizations that use library facilities must abide all library policies and rules, including but not limited to the following:

1. All meetings must conform to the Library Use Guidelines
2. All meetings must be conducted in an orderly manner and in full compliance with applicable laws, regulations and library rules.
3. All meetings must be open to the public at all times.
4. Children and teens must have adult supervision at all times.
5. Political activities are prohibited.
6. Commercial activities are prohibited.
7. Use of the meeting rooms does not constitute an endorsement by the library of the meeting's content or the meeting organizer's views.
8. Any advertisements, announcements, press releases, flyers, or other promotional materials relating to use of the library meeting rooms must clearly state the meeting is not sponsored by the City of Menlo Park nor Menlo Park Library, except in cases where the City and/or library is an official co-sponsor of the event.
9. Posting of flyers, posters, or other promotional materials in the library is prohibited.
10. Charging registration or admission fees is prohibited.
11. Requiring the purchase of any goods or services as a condition of attending a meeting is prohibited.
12. Membership dues and/or incidental donations (such as coffee money or the recovery of photocopy costs) may be solicited on a voluntary basis only, and only for verifiable nonprofit purposes.
13. The library's address and contact information may not be used as an official headquarters for any organization

using the meeting room.

14. Meeting room users are responsible for transporting their own supplies and operating equipment. No storage space is available.
15. The library reserves the right to limit or prohibit any use of the meeting room which represents a threat to the health or safety of library customers or to the orderly use of the library.
16. Meeting Room applicants shall be held financially responsible for any and all damage to library property resulting from their use of the meeting room. This includes but is not limited to: walls, floors, ground, equipment, and furniture.
17. The library is not responsible for loss or damage to non-Library property before, during or after the meeting or event.
18. The library cannot supervise exhibits or group displays, nor provide any staff support or assistance to Meeting Room users beyond basic informational questions.
19. Failure to comply with these rules may result in the meeting participants being asked to leave the library immediately and the applicant being prohibited from using library facilities in the future.
20. Library staff reserves the right to remove any person from library property for failing to follow library policies.

Additional information

- In case of an emergency, promptly follow all library staff instructions.
- Theft of library property, or property of library staff, or property of library visitors is prohibited.
- State law permits library staff to search purses, bags, parcels, briefcases and other packages to prevent the theft of books and library materials and authorizes the detention for a reasonable period of any person using these facilities who is suspected of committing library theft (California Penal Code section 490.5.)

Indemnification

For and in consideration of the use of the meeting room and library facilities, any person or group using same hereby agrees to indemnify and hold harmless the City of Menlo Park from any and all actions or suits relating to its use of such rooms and facilities. Further, such person or group agrees to reimburse the City of Menlo Park for any and all costs for repair of any and all damage as may be caused directly or indirectly to the room and/or facilities by such use thereof.

Policy review

This policy shall be reviewed at least once every two years.

Policy history

Action	Date	Notes
Policy updated	March 2013	Administrative revision
Policy updated	January 27, 2020	Library Commission reviewed
Policy updated	July 17, 2023	Library Commission recommended
Policy updated	June 17, 2024	Library Commission recommended