

LIBRARY MEETING ROOM RESERVATION PROCEDURES AND RULES

Please initial on each page

1. Reservation Availability

Please call or email Recreation Services (925-931-5340; recreation@cityofpleasantonca.gov) to check for availability. If available, a reservation will be placed for the date requested upon receiving a completed *Library Meeting Room Reservation Application* and signed *Library Meeting Room Reservation Procedures and Rules* document.

The Library Meeting Room is available for booking except for the following Holiday closures: New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Easter Sunday, Memorial Day, Independence Day (July 4th), Labor Day, Veterans Day, Thanksgiving Day, Day following Thanksgiving, Christmas Eve, Christmas Day, and other special closures as determined by the City of Pleasanton.

Library Hours: Monday – Thursday 10a – 9p; Friday – Saturday 10a – 5p; Sunday 1p – 5p

Reservation Availability: Monday – Thursday 10:15a – 8:45p; Friday – Saturday 10:15a – 4:45p;
Sunday 1:15p – 4:45p

2. Responsible Party

The Responsible Party is the duly authorized representative of the organization or person responsible for the booking and must sign the completed agreement. Responsible Party and Authorized Persons must be at least eighteen (18) years of age.

3. Reservations

Reservations may not be placed more than two (2) calendar months prior to the reservation date and no less than five (5) calendar days before the reservation date. Library-related groups and activities have first priority and are not restricted by the calendar month rule. The application may be renewed every two months.

4. Certificate of Liability Insurance¹

Each applicant reserving the Library Meeting Room is required to provide the City of Pleasanton with a valid Certificate of Liability Insurance. Such a certificate shall provide **General Liability Coverage at a limit of \$1,000,000 per occurrence**. The Certificate shall name the City of Pleasanton as an Additional Insured Interest in conformance with the Hold Harmless Agreement in the *Library Meeting Room Reservation Application*. The Endorsements page must be included with the insurance certificate.

Suggested carriers: www.hubinternational.com/programs-associations/event-insurance/buy-now/
<https://www.theeventhelper.com#cl1wux>

The **Certificate Holder** should be listed as:
City of Pleasanton
400 Old Bernal Avenue
Pleasanton, CA 94566

The **Additional Insured** should be listed as:
The City of Pleasanton, its officers, agents,
employees, and volunteers are named as an
additional insured.

Please email the completed insurance documentation (Certificate Holder and Additional Insured) for approval a least five (5) business days in advance to recreation@cityofpleasantonca.gov.

5. The City of Pleasanton reserves the right to reschedule, relocate, or deny a previously approved request. In those cases, the applicant will be given as much notice as possible.

¹ In order to provide the public the opportunity to use the Library's large meeting room at no cost, the City requires that responsible persons both indemnify the City and provide insurance. This protects public resources from damage or claims that can arise based on private parties using the Library's large meeting room for an activity which is not planned or staffed by the City.

Library Meeting Room General Rules

Use of the meeting room is to further the Pleasanton Public Library’s purpose to meet the cultural, educational, information and recreational needs of the community.

Advertising

No advertising may be posted, petitions circulated, sign-in attendance registration lists collected, solicitations or sales made in the building or on the facility grounds except for Library or City-sponsored events such as the Friends of the Pleasanton Public Library Book Sale. Business cards and company brochures may be placed on the table in the Meeting Room for the public to take.

Air Conditioning/Heating

The Library cannot guarantee the ability to maintain a set temperature in the meeting room.

Appropriate Uses

- Meetings of non-profit and community-based organizations for civic, cultural and educational purposes
- Meetings of for-profit organizations or businesses solely for the purpose of educational and non-commercial purposes
- All meetings or events must be open to the public as long as maximum capacity is not exceeded
- Groups representing any point of view shall have equal opportunity to apply for meeting room use, provided all requirements are met.

Banners or Signs

Banners or signs may not be hung in the Library Meeting Room or on the exterior of the Library, or placed on Library grounds.

Capacity

Maximum capacity for the Library Meeting Room is as follows:

	Library Meeting Room
No furniture	200
Chairs only	130
Tables and Chairs	16 tables with 64 chairs

Clean Up

Applicant is responsible for the clean-up and condition of the Library Meeting Room at the end of their reservation. The privilege of using the meeting room may be withdrawn if it is not left in good condition. Applicant will be responsible for any damage to equipment for facilities beyond normal wear and additional clean-up, if required, that occurs during the reservation. Applicant’s responsibility for clean-up includes:

- Have the meeting room cleaned and vacated 15 minutes prior to the Library’s public closing time
- Pick up and throw away all trash
- Clean spills, food and debris from tables, chairs and floors
- Clean and wipe down sink and counter
- Return chairs and tables to the original setup. There is an original set-up picture on the wall.

Conduct

Applicant is responsible for the orderly conduct of people during the reservation.

Community Wall Posters/Flyers

Any posters and/or flyers created for the community wall would include the following language: “Please note, this event is independently organized and not sponsored by the City of Pleasanton.”

Applicant’s Initial:

Equipment

Applicant is responsible for providing their own audio/visual equipment such as laptops, cables, etc. A projector with sound and podium are available with prior arrangement. Library staff provide initial instructions for the operation of the projector and sound system but will not remain during the reservation to provide technical assistance. Microphones are not available.

Exit Doors and Paths

Do not block or obstruct any stairway, hallway, corridor, vestibule, aisle or exit door.

Fundraising

Fundraising is prohibited in the room except for Library or City-sponsored events such as the Friends of the Pleasanton Public Library Book Sale.

Inappropriate Uses

- Private events such as birthday parties, recitals or recruiting paid memberships
- Meetings, programs or classes for which a fee is charged to the attendees, including, but not limited to sports or club enrollment
- The name, address, telephone number of the Pleasanton Public Library may not be used as the official address or headquarters of any group using the meeting room
- The use of the meeting room shall not be publicized in any way that implies the City or the Library's sponsorship of a group's activities, beliefs, or policies or any endorsement
- Any party or organization, political or otherwise, that advocates the overthrow of the government of the United States or the State of California by force, violence, or other unlawful means is deemed inappropriate use.

Minors/Supervision

Activities for minors must be supervised by the adult, 18 years or older, who reserved the meeting room. The Library requires a ratio of one adult for every twenty (20) minors. The "Responsible Party" must be present throughout the reservation. A photo I.D. will be required at the time of arrival.

Reservation Time

If the applicant does not claim the reserved Library Meeting Room within fifteen (15) minutes of the scheduled time, the room may be released and used by others.

Set-up

The applicant is responsible for set-up of the room and returning chairs and tables to the original set-up position. There is a picture of the original room set-up on the wall of the room.

Smoking

Smoking is prohibited inside City buildings, as well as within twenty (20) feet of all entrances.

Storage

No storage of private property is permitted in the Library, or on Library grounds. The City is not responsible for any items left behind.

Tables and Chairs

Tables and chairs are included in all reservations. For safety, attendees may not stand, sit, or lie on tables or chairs.

Vehicles

Driving or parking on sidewalks, pathways, patios, or grass areas is prohibited.

Parking

Reserved parking is not provided nor permitted. Applicants may not cone off parking spaces. Vehicles parked illegally will be cited. Parking in an area designated as a Fire Zone is strictly prohibited.

Enforcement: If an applicant's use of the Library Meeting Room violates these rules or otherwise creates a health or safety concern in the reasonable determination of Library staff, the applicant and his/her/their invitees may be asked to stop their actions or activities, which may include vacating the meeting room.

Repeated violations, or even a single egregious violation, are subject to an applicant not being allowed to reserve the room in the future.

Such enforcement actions are appealable to the Director of Library and Recreation and City Manager as generally provided in the [Library Code of Conduct](#) – Enforcement Procedures – Suspension.

I certify that I have read the *Library Meeting Room Reservation Procedures and Rules* pertaining to facility use and agree to comply with the Rules. I further agree to be personally responsible for informing those using the facility as scheduled in the Agreement of the rules and procedures. I, or the organization, through me, agree to be responsible for any damage sustained by the facility, equipment, or furniture during use of the facility and further agree to release and hold harmless the City of Pleasanton from any and all liability for damage or injury to person or property of the undersigned due to use of said facility. Evidence of this Hold Harmless and Compliance Agreement shall be provided through a Certificate of Liability Insurance and Additional Insured Endorsement page from any insurance carrier.

Signed: _____ Date: _____

Name (print): _____ Organization Represented: _____



Library Meeting Room Reservation Agreement

400 Old Bernal Ave. Pleasanton, CA 94566

Mailing address: P.O. Box 520 Pleasanton, CA 94566

Email: recreation@cityofpleasantonca.gov Phone: 925-931-5340

Staff Use ONLY:

☐ Approved

Permit #: _____

☐ Insurance

Due: _____

MEETING ROOM / DATE / TIME INFORMATION

Large Meeting Room Capacity: 64 (16 tables and 64 chairs) // 130 (chairs only) // 200 (no furniture)

Date(s)	Day of Week	Rental Start Time	Meeting Start Time	Meeting End Time	Rental End Time

APPLICANT INFORMATION

Name of Organization/Company: _____

Name of Responsible Party: _____

Phone: _____ Email: _____

Address: _____ City/State _____ Zip _____

MEETING INFORMATION

Type of Event: _____ Estimated Attendance: _____

Equipment Needed: ☐ Projector ☐ Sound System ☐ Podium

Organization/Applicant is responsible for event setup/clean up and for returning tables/chairs to original setup.

MEETING ROOM RESERVATION PROCEDURE AND GENERAL RULES

Initial _____ I have read the Library Meeting Room Procedure and Rules, and agree to, and will abide by those rules.

Initial _____ I agree to provide a valid copy of a Certificate of Liability Insurance with the Additional Insured Endorsement page no later than five (5) business days before the event date.

HOLD HARMLESS AND COMPLIANCE AGREEMENT

I certify that the above information is accurate. I certify that I have read the Rules and Regulations pertaining to facility use and agree to comply with the Rules and Regulations. I further agree to be personally responsible for informing those using the facility as scheduled in the Agreement of the rules and regulations of the City. I, or organization, through me, agree to be responsible for any damage sustained by the facility, equipment, or furniture during use of the facility and further agree to release and hold harmless the City of Pleasanton from any and all liability for damage or injury to person or property of the undersigned due to use of said facility. Evidence of this Hold Harmless and Compliance Agreement shall be provided through a Certificate of Liability Insurance from any insurance carrier, or, if available, through special facilities insurance purchased through the City of Pleasanton.

Signature of Responsible Party

Date

Organization/Responsible Party

Staff: _____ Comments: _____