



## Library Meeting Room General Rules

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

**Advertising** - No advertising may be posted, petitions circulated, sign-in or attendance registration lists collected, solicitations, or sales made in the building or on the facility grounds without written permission from the Director of Library and Recreation. Business cards and company brochures may be placed on a table 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** - May not be hung in the meeting room or on the exterior of the facility, or placed on the Library grounds, unless previously approved by the Director of Library and Recreation.

**Capacity** - Maximum capacity for the large meeting room is as follows:

	<b>Large Meeting Room</b>
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 meeting room at the end of the 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 The privilege of using the meeting room may be withdrawn if it is not left in good condition.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 or 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 (including gum) and debris cleaned from tables, chairs and floors.
- Sink and counter cleaned and wiped down.
- Return chairs and tables to the original setup.

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

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

**Exit Doors and Paths** - Do not block or obstruct any hallway, corridor, vestibule, aisle, or exit door.

**Food** - Food is permitted, provided it is obtained from a commercially certified kitchen. Alcohol is prohibited.

**Fundraising** - Fundraising is prohibited in the meeting room except for Library or City-sponsored events such as the Friends of the Pleasanton Library Book Sale or Make a Difference Day.

### **Inappropriate Uses**

- 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.
- 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.

**Minors** - 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 applicant must be present throughout the reservation. A photo I.D. will be required.

**Public Notice** - The Library reserves the right to post public notice of any meeting.

**Reservation Time** - If the applicant does not claim the reserved meeting room within fifteen (15) minutes of the scheduled time, it may be released and used by others.

**Set-up** - The applicant is responsible for set-up of the meeting room and returning chairs and tables to the original set-up position.

**Smoking** - Smoking is prohibited inside City buildings, as well as within 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** - Do not stand, sit, or lie on tables. Do not stand on chairs.

**Vehicles** - Driving or parking on sidewalks, pathways, patios, or turf areas is prohibited.

Enforcement: If an applicant's use of the meeting room violates these rules or otherwise creates a health or safety concern in the reasonable determination of Library staff, the applicant and his or her 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 meeting 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.

**The applicant is responsible for abiding by these rules.**