

## Hercules Library Meeting Room Use Policies

### Purpose:

The large and small meeting rooms in the Hercules Library shall be governed by the City of Hercules Facility Rental Information/Rules and Regulations. Furthermore, the Hercules Library will have additional specific general use policies. The purpose of this draft is to recommend these specific general use policies for the public use of the large and small meeting rooms in the library. The establishing of specific rates and fees for the meeting rooms, reservation procedures and insurance requirements are outside the scope of this document as well as development of forms such as permits, applications, agreements, and receipts.

Additionally, the Community Services Commission as well as the City of Hercules has the right to modify (e.g., add, delete, or change) these draft policies as appropriate.

### Implementation:

It is the recommendation of the Hercules Library Commission that a waiting period of six months from the date of the library opening be observed before use by non Library, City or Library support groups (e.g. Friends of the Hercules Library, the Hercules Library Foundation) is permitted.

### Facility Description:

- A. Large meeting room- The meeting room will provide audience seating for up to 65 at library programs, community meetings, lectures, continuing education, and other presentations. It will seat approximately 35-40 at folding chairs, or at tables or at ribbon tables for training. The room will house approximately 80-100 children on the floor (or on cushions) for a large children's program. A flat floor and no interior columns will allow arrangements ranging from lectures and conferences to training layouts.
- B. Conference room- The conference room will seat 12 people. This room will provide space for library programming, staff conferences, continuing education and literacy training. The room will have AV presentation capabilities and network access.

### Availability:

Meeting rooms will be available for use everyday of the week. Specific hours of use will be established by the City prior to use by the general public. Meeting rooms will not be available for use on the following holidays which are observed by the City and/or the Contra Costa County Library.

### **2007**

Monday, January 1 (New Year's Day)  
Monday, January 15 (MLK)  
Monday, February 19 (Presidents's Day)  
Monday, May 28 (Memorial Day)  
Wednesday, July 4 (Independence Day)  
Monday, September 3 (Labor Day)  
Monday, November 12 (Veteran's Day)  
Thursday, November 22 (Thanksgiving)  
Monday, December 24 (Christmas)  
Tuesday, December 25 (Christmas)

### **Sunday Closures 2007**

Sunday, April 8 (Easter)  
Sunday, May 27 (Memorial Day)  
Sunday, September 2 (Labor Day)  
Sunday, November 11 (Veteran's Day)

### Opening/ Closing

- A. Meeting rooms will be unlocked and locked by Library staff if meeting room use starts and or ends

- during normal library operating hours. City of Hercules Recreation and Community Services staff will perform these duties if meeting room use starts or ends after normal library operating hours.
- B. The authorized user is responsible for having a responsible party present at all times between the reserved beginning and end times (until Recreation and Community Services staff arrives to lock the room) to secure proper control of the facility.

Categories of Users:

- Category I            Exempt: Contra Costa County Library, City of Hercules, Friends of the Hercules Library, Hercules Library Foundation.
- Category II            Non-profit Hercules-based community organizations recognized by the City of Hercules using facility for non-commercial purposes.
- Category III           Non-Category II Hercules-based organizations (e.g. Hercules Home Owner Associations using facility for non-commercial purposes.)
- Category IV           Resident-
- A. Individual residing within the city limits of Hercules using facility for individual, private, non-commercial purposes (not on behalf of a group or organization)
- B. Business located in Hercules using facility for non-commercial purposes
- Category V            Non-resident- Individual group, or business which does not reside or is not based in Hercules using facility for non-commercial purposes.
- Category VI           Commercial- Hercules or non Hercules based business using facility for commercial purposes, including fee-based meetings, promotional meetings, etc.

City of Hercules and Hercules Library Rights:

The Library and City reserve the right to set aside times for potential library and City activities consistent with the guidelines for Category I (exempt) users. The Library and the City will not “bump” previously scheduled events for other categories of users except in emergencies.

The City reserves the right to refuse to rent to persons or groups who will use the building for activities or functions that are inconsistent with the library and community purposes.

Hercules Library Rental Policies

1. Use of the meeting rooms may not conflict with library operations, with library activities, or disturb normal library service or use by the general public.
2. All furniture and equipment is to remain within the Library meeting rooms and the condition of the rooms must be returned to the same status as prior to their use. Library staff is not responsible for the setting up of the meeting rooms or returning the rooms to their prior status after their use. City staff will set up room per applicant’s direction.
3. No pets are allowed inside the Library building except trained service animals.
4. Skateboards, roller skates, and roller blades are prohibited inside the building as well as on all library sidewalks, curbs, and parking lots.
5. Groups composed of minors must be supervised by a minimum of one adult for every ten minors.
6. Advertising, petitions, solicitations, or sales are prohibited except with prior written permission of City staff.
7. The following additional restrictions regarding decorations apply;
  - Rice, birdseed, glitter, flower petals or confetti in the meeting rooms, library, or library grounds is prohibited.
  - The use of staples, tacks, screw nails, cello or masking tape to attach decorations or other materials to walls, windows, or furniture is prohibited.
1. If food is served, all applicable County and City ordinances must be followed. Food must be contained in the meeting rooms. Food is not allowed in the main

part of the library.

## Reservation Priority/Fee Schedule

Use r cat e g o r y	res er v a t i o n p r i o r i t y	ho u r l y f e e L a r g e m e t i n g r o o m	Ho u r l y f e e C o n f e r e n c e r o o m	De p o s i t l a r g e m e t i n g r o o m	de p o s i t c o n f e r e n c e r o o m
I	Exe m p t	12 M o n t h s i n a d v a n c e / n o m i n i m u m. U n l i m i t e d r e s e r v a t i o n s a t a t i m			
II	Co m m u n i t y, n o n p r o f i t	No m o r e t h a n o n e y e a r i n a d v a n c e a n d n o l e s t h a n 3 0 d a y s i n a d v a n c e	\$2 0	\$1 0	
III	Co m m u n i t y, O t h e r	No m o r e t h a n o n e y e a r i n a d v a n c e	\$2 0	\$1 0	

IV	Res i d e n t/ B u s i n e s s (w i t h i n H e r c u l e s)	No m o r e t h a n o n e y e a r i n a d v a n c e a n d n o l e s t h a n 3 0 d a y s i n a d v a n c e	\$8 0 (2 h r m i n ) A d d i t i o n a l h o u r s \$4 0	\$4 0 (2 h r m i n ) A d d i t i o n a l h o u r s \$2 0	Res e r v a t i o n d e p o s i t \$5 0 C l e a n i n g d e p o s i t \$5 0 M a i n t e n a n c e f e e	Res e r v a t i o n d e p o s i t \$5 0 C l e a n i n g d e p o s i t \$5 0 M a i n t e n a n c e f e e
V	No n- Res i d e n t/ B u s i n e s s (o u t s i d e H e r c u l e s)	No m o r e t h a n o n e y e a r i n a d v a n c e a n d n o l e s t h a n 3 0 d a y s i n a d v a n c e	\$1 0 (2 h r m i n ) A d d i t i o n a l h o u r s \$5 5	\$7 0 (2 h r m i n ) A d d i t i o n a l h o u r s \$3 5	Res e r v a t i o n d e p o s i t \$5 0 C l e a n i n g d e p o s i t \$5 0 M a i n t e n a n c e f e e	Res e r v a t i o n d e p o s i t \$5 0 C l e a n i n g d e p o s i t \$5 0 M a i n t e n a n c e f e e
VI	Co m m e r c i a l	No m o r e t h a n 9 0 d a y s i n a d v a n c e	\$1 0 (2 h r m i n ) A d d i t i o n a l	\$7 0 (2 h r m i n ) A d d i t i o n a l	Res e r v a t i o n d e p o s i t \$5 0 C l e	Res e r v a t i o n d e p o s i t \$5 0 C l e

