



## **RULES FOR USE OF THE MEETING ROOMS**

### **Santa Barbara Public Library**

*The Santa Barbara Public Library and the City of Santa Barbara have no affiliation with any organization paying for use of the meeting rooms or gallery spaces at any library facility. Meeting rooms are available for rent according to the following rules.*

#### **Purpose:**

The Santa Barbara Public Library provides public access to meeting rooms to encourage library use and to facilitate the library's role as a center of community activity.

#### **General Rules for Use of Meeting Rooms:**

##### **Applying for Use of Meeting Rooms:**

1. Authorized individual reserving the room must be 18 years of age and be able to show valid government issued identification.
2. No person(s) or group may assign its reservation to another group.
3. The meeting rooms are available on a first-come, first-served basis. **Library meetings take precedence over all other use. The Library reserves the right to change meeting rooms or cancel use of meeting rooms by an outside organization if the Library Director or designee determines the space is needed for Library purposes.** As much notice as possible beforehand will be provided to the group(s) affected by a change.
4. Approval for use of meeting room or exhibit space is not finalized until the Library Director or designee has signed the application form AND full payment has been received. **Checks should be made payable to the Santa Barbara Public Library.** Event dates will not be held or confirmed before an application is approved.
5. The Library must be informed of any cancellations. Refunds will be given with written notice of cancellation at least three (3) days prior to the event.
6. Reservations may be made no more than three (3) months in advance. No group may consider the Library its permanent meeting place or use the Library as its mailing address.
7. Reservations falling within normal library business hours are limited to a maximum of two (2) separate dates within a two (2) month period for a program/workshop series or recurring group meeting.

##### **Publicity & flyers:**

1. Publicity notices promoting a meeting or event being sponsored by an outside group or organization must include the following disclaimer: **"The Santa Barbara Library does not advocate or endorse the viewpoints of the meetings or meeting room users"**.
2. Publicity notices/public fliers promoting a meeting must be shown to the library director or his or her designee for approval prior to distribution to ensure disclaimer is present.
3. Applicant wishing to put up displays or decorations must first obtain permission to do so. Items shall not be taped or tacked to painted walls.

4. Only library programs and library co-sponsored programs will be advertised on the Library calendar.
5. Flyers or notices relating to the meeting may only be posted on the Library community board. Posting of flyers or literature of any kind - on library doors, walls, posts, windows or grounds - is not allowed at any time.

**Access to space:**

1. Applicant must be in attendance for the entire time the reservation is in effect.
2. For groups composed primarily of minors, applicant agrees to have one adult in attendance in a supervisory capacity for every five (5) minors.
3. The use of chairs, tables and/or lectern may be reserved, subject to availability, on the *Application for Use of Meeting Room*. No equipment or furnishings (tables, chairs, etc.) shall be removed from the premises of the meeting room. The sponsoring organization will be responsible for setting up chairs and other equipment, for restacking chairs at the close of the meeting, and for leaving the room as they found it. Requests for exceptions or accommodations may be made by emailing [LibraryAdmin@SantaBarbaraCA.gov](mailto:LibraryAdmin@SantaBarbaraCA.gov), with approval granted at the discretion of the Library Director or designee.
4. Library open hours are accessible online at [www.sbplibrary.org](http://www.sbplibrary.org). With prior arrangement, meeting rooms may be used during non-open hours. Meeting rooms are available (7) seven days a week, between the hours of 8 a.m. and 10 p.m.

**Activities during an event:**

1. The meeting room is to be used for stated purpose only.
2. For an additional fee, the Library can provide Audio/Visual equipment (including screen, projector, microphones, laptops, etc.) for use during a meeting room reservation. The sponsoring organization is responsible for using their own computer for any presentations, videos, etc. The Library can provide HDMI cables or connection via Apple TV. Please verify that your computer is compatible with current library technology needs prior to the event. A current list is maintained on the room rental website. Library Staff are not responsible for the operation of non-library equipment.
3. Authorized individuals and groups shall report to Library staff any irregularities, serious problems or emergencies related to the use of the meeting room as soon as possible. **If no staff is present during an emergency, individuals or groups should immediately call 911.**
4. Library staff is not available to supervise, nor help with any non-library activities or meetings.
5. The set-up and break-down of the event is considered part of the rental time. Tables, chairs, etc. will be in the meeting room prior to the "start time." Set up may not occur prior to this time. The room must be cleared by the end of the rental period.
6. Refreshments may be served. The serving of refreshments is subject to a charge in accordance with the Santa Barbara City Council Resolution on fees charged for use of City facilities. Fees are listed on the Application for Use of Meeting Room. Alcohol may be served, providing a one day alcohol license is presented with application. Contact the Department of Alcoholic Beverage Control at (805) 289- 0100 for details. Proof of said license will be required at all times during the event.
7. The meeting rooms may not be used for the sale or exchange of goods and services other than library sponsored, unless approval is received from the Library Director or designee prior to the event. Exceptions to this rule may be requested by emailing [LibraryAdmin@SantaBarbaraCA.gov](mailto:LibraryAdmin@SantaBarbaraCA.gov).

8. Groups may show films when they present proof that the group has public performance rights to show the film in the Library.

**Public Access:**

1. All meetings and events marked as Public in the room rental agreement must be open to everyone. **Doors to the meeting rooms must remain open at all times** with the exception of certain City, County, State or Federal Government meetings or if the Library Director or designee agrees or requests to close the doors to reduce excess sound into the Library. *This rule does not apply for room rentals marked as Private in the room rental agreement.*
2. In order for a non-profit organization to be eligible for the discounted non-profit rate, the meeting or event must be Public and open to everyone. Non-profit organizations wishing to rent a Library space for a private meeting shall pay the regular private/for-profit rate. Organization shall provide the EIN or Tax ID of the non-profit or fiscal sponsor organizations and the signatory on the room rental agreement must be an authorized representative of that organization.
3. Meeting rooms are only available for non-commercial purposes. Meetings must be open to the general public, and be free of any charge and/or solicitations for commercial transactions or membership other than library sponsored.

**Obeying the rules:**

1. Authorized individuals and groups shall agree to comply and accept all policies, rules and regulations pertaining to the use of Library property. The Santa Barbara Public Library's Rules of Conduct is accessible online at [www.sbplibrary.org](http://www.sbplibrary.org) and incorporated herein by reference. Any violation of said policies, rules and regulations shall be cause for event cancellation and immediate departure from the Library. Authorized individuals or groups shall be solely responsible for the conduct of members or participants in any activity authorized to be held and for the use of all properties, equipment or other resources therein; and shall agree to be responsible for any damages, mistreatment or theft of Library property or exhibited materials, and to pay the cost of any repairs or replacement.
2. Permission may be withheld from person(s) or groups that have caused damage to the meeting room, caused a disturbance, or failed to comply with the Library's rules and regulations.

**Additional Rules Specific to the Central Library:**

1. The driveway next to the Library is a FIRE lane. Parking must be in the garage or a designated parking space on the street. **Any vehicle in the fire lane will be ticketed or towed immediately.**
2. **The exterior doors to the Library may never be "propped open."** If access is after or before library hours, a designated door monitor (provided by the individual, group, or organization renting the Library space) must be at the entrance to the building.
3. If an event is booked during non-open hours, a Library staff member will allow the authorized individual access to the building during the contracted times.
4. If use of room includes non-open hours, the Library requests that the application and payment be made at least two (2) weeks in advance.

*Approved by Library Board of Trustees, January 12, 2023.*

