

## **MEETING ROOM POLICY RULES AND REGULATIONS**

Library meeting rooms are to provide space for educational and cultural activities that are part of the library program. A secondary use is to support the conduct of operations of the City of Ontario, schools serving Ontario, and governmental agencies partnering with Ontario. When the rooms are not being used for those purposes, they may be available with a fee for use by community groups or organizations whose aims are educational, cultural, or civic betterment. Rental fees are not charged for activities organized or sponsored by the City of Ontario or Ontario collaborative agencies. Ontario nonprofit groups may be exempt when the Library Director determines the purpose of their use enhances the educational and cultural activities of the library. This policy regulates community group use of the Main and Branch Library meeting rooms. It does not control room use by governmental entities.

### **REGULATIONS:**

1. All community group meetings must be open to the public and free of charge. No fee shall be charged, no donation solicited, and no membership may be required as a condition of entry.
2. All advertising or publicity must include the following phrase as a disclaimer: "This program is neither sponsored by nor affiliated with the Ontario City Library."
3. Meeting rooms may not be used for social occasions or a practice hall.
4. Meeting rooms may not be used for any meeting sponsored by an organization or individual for the sale of merchandise, financial promotion, solicitation of services, order placement, or to raise funds. The Library reserves the right to allow sales conducted by the Friends of Ontario City Library, a Library support group.
5. Meetings must be held only during times when the Library is open to the public and must not interfere with Library activities or disrupt customers' use of the Library. Meetings must be vacated 15 minutes before the library closes.
6. Those persons attending any meeting room activity are required to obey all Library rules and regulations, and are subject to immediate removal from the Library upon the direction of the Library Director or designee for violation of the rules and regulations.
7. The meeting room use is to be nonsectarian, nonpartisan, and nonprofit. Rooms cannot be used for political campaign purposes, religious services, or for commercial use.
8. No food or beverage may be served in the room.
9. Smoking and alcoholic beverages are not permitted.
10. Decorations and other materials are not permitted on the walls.
11. The organization is responsible for setting up furniture to suit its needs and must return furniture to the position it was in prior to the meeting and remove trash and debris.
12. The person booking the room may be charged for any damage the group causes to the library facility, its equipment, or furnishings.
13. A room rental fee must be paid no later than one week before the room is to be used.

**APPLICATION FOR MEETING ROOM USE:**

1. Application for the use of a library meeting room shall be made by an adult representing the group at the administrative office of the facility (Ovitt or Colony Library) housing the meeting room to be used.
2. The person who signs the application assumes the responsibility for the conduct of the group and for any damage to the library property and must be present at the meeting.
3. The room may be used once per month by a group and reservations will not be accepted for dates more than three months from the date of application submittal.
4. The application must be submitted no less than two weeks prior to the intended use of the room.
5. Permission to use the room is granted in writing and is not confirmed until the application form is signed by the Library Director or the Branch Supervising Librarian.
6. Appeal of a denial of room use may be made to the Ontario City Library Board. Notice of appeal must be filed at the Library administrative offices no later than 3 p.m. on the Friday before a Board meeting. Appeals later than the deadline will be delayed one month, before they can be heard by the Board. The Library Board meets on the second Tuesday of each month at 6 p.m. in the Ovitt Family Community Library meeting room.
7. If the applicant finds they will not use the room as booked, cancellation of the room reservation by the applicant must be made as soon as possible. Refund of fees will not be made unless the room booking is cancelled at least one day before the scheduled use. Refunds will be issued two weeks after the refund request is made and approved.

**REASONS FOR DENYING REQUESTS:**

The Ontario City Library may deny any applicant the use of the meeting room for any of the following reasons:

1. Not available due to another reservation.
2. Applicant does not meet the conditions outlined in this document.
3. When a hazardous condition threatens the participants, attendees, spectators, staff, facility, equipment, or building.
4. Failure to follow the Library rules and regulations.
5. Failure to cooperate with Library Staff.
6. Previous incidents where use of the room resulted in damage.
7. If the activity is not compatible with accepted legal and moral standards.

**DAMAGE:**

The applicant will pay costs in the event of loss, damage, or injury.

**FEE WAIVER:**

Only the City Manager's Office can waive fees. Contact the Library to initiate a fee waiver request.