



## RULES FOR USE OF THE MEETING ROOMS Santa Barbara Public Library System

*Meeting rooms are available to local non-commercial and commercial/private organizations and individuals located within the service area of the Santa Barbara Public Library System. The Santa Barbara Public Library System and the City of Santa Barbara have no affiliation with any organization paying for use of the meeting rooms or galleries spaces at any library facility.*

### **Purpose:**

The purpose of the library meeting rooms is to support the services, activities, and function of the Santa Barbara Public Library System. The Santa Barbara Public Library System 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:**

1. Authorized individual reserving the room must be 18 years of age and show valid government issued identification.
2. The Library reserves the right to reschedule or cancel room reservations at any time. As much notice as possible will be provided to the group(s) affected by a change.
2. 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 System's *Rules of Conduct* is accessible online at [www.sbplibrary.org/sbplsystem/Policies/rules\\_of\\_conduct.pdf](http://www.sbplibrary.org/sbplsystem/Policies/rules_of_conduct.pdf) 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 therefore.
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 are 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 sponsoring organization will be solely responsible for providing and operating its own equipment, displays and other materials used at the meeting, including audio-visual equipment.
6. 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.
7. Library open hours are accessible online at [www.sbplibrary.org/hourslocations/index.html](http://www.sbplibrary.org/hourslocations/index.html). 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.
8. The set-up and break-down of the event is considered as 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.
9. Smoking is not allowed in Library facilities or within twenty (20) feet of the Library entrance.
10. To ensure fire safety, at no time shall any exits be covered or obstructed during the event.

11. Refreshments may be served. The serving of refreshments is subject to a charge in accordance with Santa Barbara City Council Resolution No. 13-048. 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.
12. Meetings and events must be open to the public with the exception of certain City, County, State or Federal Government meetings. **Doors to the meeting rooms must remain open at all times unless Library Administration agrees or requests to close the doors to reduce excess sound into the Library.** *If prior arrangements have been made to hold a private meeting, or meeting requiring a charge or suggested donation, and you have paid in accordance with Santa Barbara City Council Resolution No. 13-048, then this rule does not apply*
13. No admission fees are to be charged *prior to or at the door* of any meeting or event held in the Library meeting rooms, nor may donations be solicited or received. *If prior arrangements have been made to hold a private meeting, or meeting requiring a charge or suggested donation, and who have paid in accordance with Santa Barbara City Council Resolution No. 13-048, then this rule does not apply*
14. Flyers or notices relating to the meeting may only be posted in the library kiosk with the Library Director's approval. Posting of flyers or literature of any kind - on library doors, walls, posts, windows or grounds is not allowed at any time.
16. Failure to comply with the Santa Barbara Public Library System's *Rules for Use of Meeting Rooms* may result in withdrawal of future meeting room privileges.

**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 must be at the entrance to the building.
3. Reservations for the Faulkner Gallery East and Faulkner Gallery West may be made no more than sixty days in advance.
4. 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. Sponsoring organization will pay for Library staff to be present during non-open hours, as listed on Application for Use of Meeting Room.
5. 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 so that staffing can be arranged.

**Applying for Use of Meeting Rooms and Exhibit Spaces:**

1. The Library Director or designee will approve or disapprove the application. If received by mail, a confirmation and appropriate forms are emailed to you.
2. Approval for use of meeting room or exhibit space is not confirmed until the Library Director or designee has signed the application form and full payment has been received. **Full payment must be made at the time of application. Checks should be made payable to the Santa Barbara Public Library.** Event dates will not be held or confirmed before an application is approved.
3. The Library must be informed of any cancellations. Refunds will be given with written notice of cancellation no less than seven (7) days prior to the event.
4. Permission to use the meeting rooms or galleries is not transferable.
5. Reservations may be made no more than twelve (12) months in advance. No group may consider the Library its permanent meeting place or use the Library as its mailing address.