

PUBLIC USE OF LIBRARY PROGRAM ROOM

Public use of the program room is subject to availability and compliance with the terms of this policy. When the program room is not being used by the library or library-sponsored or co-sponsored events, the space will be made available to the public on equal terms regardless of the beliefs or affiliations of individuals or groups requesting their use.

The program room is to be used for general information, educational, cultural and civic needs, including activities such as discussion groups, panels, forums, lectures, conferences, seminars, and meetings. The library program room is intended to host organized meetings and is **not available for party-type or social functions.**

Provision of the program room for public use does not constitute endorsement by the City of Commerce, Commerce Public Library or by staff, of the groups or individuals using the program room or their beliefs. Public meetings and events held in the library are not sponsored by Commerce Public Library or the City of Commerce, unless agreement to such sponsorship, or co-sponsorship, has been provided in writing by the Library Director or his/her designee prior to scheduling of the program room. Unless sponsored or co-sponsored by the library **publicity for public events in library facilities must not imply sponsorship by, or affiliation with, the City or the library and must contain the statement, "This program is neither sponsored, co-sponsored nor endorsed by City of Commerce or the Commerce Public Library"**. A sample of the literature must be received prior to distribution for approval by the Library Director or his/her designee.

This policy does not apply to meetings or use of the program room by the Commerce Public Library or programs sponsored or co-sponsored by the library.

1. AVAILABILITY AND USE OF LIBRARY PROGRAM ROOM

- Program room users are responsible for ensuring that maximum capacities are not exceeded:

Program Room capacity= 20chairs with 7 tables, 4 chairs per table

- Although the library will make every effort to avoid scheduling library sponsored or co-sponsored events which conflict with previously scheduled public uses of the program room, in the event that such conflicts arise, the library use will supersede the public use.
- Program room use will not be scheduled before or after library hours. Events must be terminated 15 minutes before the library closes.

- Library staff may attend or observe any event at any time.
- The program room may not be reserved more than **two months** in advance of the requested use date.
- To insure or promote the accessibility of library program room to a wide variety of community groups, and so that the entire Commerce community may have opportunity to make use of the limited facilities available, no group may use the room for more than twelve (12) meetings per year.

2. FREEUSE OF LIBRARY PROGRAM ROOM

The program room is available for use, **free of charge, to groups or individuals meeting all the following criteria:**

- The group or organization sponsoring the event must be a 501(C) (3) non-profit group or an individual or group that is indisputably not commercial in nature. Determination of whether a group or individual meets these criteria rests with the Library Director or his/her designee.
- The program room is available for educational, cultural, informational or governmental/civic activities. These activities may include public lectures, panel discussions, workshops and other similar functions. No commercial, sales, or profit-making uses of the meeting rooms are allowed.
- **Capacity**-Meetings/events/programs must be open to all persons who wish to attend, within the maximum allowed capacity of the space.
- **Fees/Donations**-With the exception of library-sponsored or co-sponsored events, no fees or donations may be solicited or collected for admission to, or participation in, any such program, meeting or event, nor may any sales be conducted, or any business conducted which is entrepreneurial in nature or intended to realize profit for the sponsoring individual, group, or organization at a later date.

3. RENTAL OF LIBRARY PROGRAM ROOM: (FEE CATEGORIES FOLLOW)

Individuals or organizations not able to meet the criteria for free use of library program room maybe eligible to rent the library program room for a fee, subject to a determination that the proposed use is appropriate to the space, and not disruptive to regular library functions. Final determination regarding eligibility to rent the program room rests with the Library Director or his/her designee.

Program room rental fees will be charged in accordance with the following fee schedule.

Category 1	No Charge	Library uses and co-sponsored programs	Library sponsored or co-sponsored cultural events, library programming and library educational events
Category 2	No Charge	Commerce Resident, Educational, Cultural, Informational or Government/Civic Activities, Non-Profit 501 (C)(3)	Homeowners associations, public lectures, panel discussions, workshops and other similar functions. 501 (C)(3) documentation may be required.
Category 3	\$25.00 per hour/Max of 4 hours	For-Profit Organizations/Businesses within Commerce	For-profit businesses of Commerce residents – or – Businesses located within Commerce.
Category 4	\$25.00 per hour/Max of 4 hours	Non-Resident	Non-Resident for-profit groups, individuals or organizations
Category 5		No usage permitted	Persons, for-profit groups or organizations soliciting or selling products or services are not eligible to use library meeting room.

4. SCHEDULING AND RESERVING LIBRARY PROGRAM ROOM FOR PUBLIC USE

Public Use of Program Meeting Room

- All reservations will be made on a first-come, first-served basis. An adult (18 years of age or older) representative of the group must complete and sign the [Program Room Application](#) and pay any fees owed. The program room will only be booked upon approval of the Library Director or his/her designee. The Director or designee will contact the applicant upon approval. If the Program Room Application is not received within 48 hours of the initial request for the program room, the tentative booking will be released. Do not assume that the reservation has been approved upon submission of the application to the Director. Program room agreements must be fully executed and rental fees, if applicable, must be paid no later than 7 days in advance of the requested use date and before a reservation is considered confirmed. Whenever possible, program

room reservations should be made *at least two weeks in advance of the requested use date*.

- **Guarantee**- The library is not able to guarantee that a particular time slot will continue to be available to any organization.
- **Rescheduling** -The library reserves the right to reschedule confirmed program room reservations to accommodate library-sponsored or co-sponsored meetings or programs. However, every effort will be made to avoid such conflicts and/or to offer alternative options when they arise.
- **“No-Show” Reservation**-If an individual/organization fails to show for a reserved time slot, after 30 minutes the library may cancel the reservation and allow another use of the room. If an individual/organization fails to utilize a meeting room reservation without notifying the library of the cancellation at least three days prior to the scheduled use, or if the Rules of Conduct for Program Room Use are not observed, the library may cancel or decline to schedule any future reservations for that individual/organization. Such cancellation will be made at the determination of the Library Director or his/her designee.

5. RULES OF CONDUCT & CONDITIONS FOR PROGRAM ROOM USE

The library program room users must agree to abide by the Library Code of Conduct and the following Rules of Conduct specific to Commerce Public Library meeting room use:

- **Contact/Registration**-Program room users are responsible for scheduling and confirming reservations. The library telephone number may not be used as a contact for the meeting. Library staff will not handle registration or answer questions concerning the organization’s use of the Meeting Room.
- **No Interference with Library Operations**–Public use of the program room may not interfere with the library’s operation or disturb other library users. Program room users must observe the library’s Code of Conduct and all library policies.
- **Electronics**-The library is not responsible for connecting or troubleshooting personal computers, electronic, or communication equipment brought to the library by room users.
- **False Information**-Inclusion of false information in the Program Room Application will result in automatic and immediate revocation of permission.

- **Fees/Admission**—No admission or fees of any kind may be charged to attend programs or meetings held at the library.
- **Food/Refreshments**-Alcoholic beverages are not allowed in the program room. The library does not provide supplies such as cups, containers, coffee makers, etc. Please note the following regulation:

Program Room—The Program Room is limited to light refreshments only.

- **Minors** – Groups including minors must be supervised by at least one responsible adult 18 years of age or older. Responsible adult must apply for, sign and take responsibility for the reservation. Groups larger than 20 must have sufficient adult supervisors to maintain a ratio of at least one adult per 20 minors.
- **Publicity** -Applicant shall not promote their event with the library name and address or location without a signed, approved Program Room Application. Advertising materials used at the library (flyers, posters, banners, etc) shall be submitted to the library for approval and posting will be displayed when deemed appropriate by the library. Publicity for events to be held in the library must not state or imply that any program is sponsored, co-sponsored, approved, or endorsed by Commerce Public Library, unless prior permission to do so has been given in writing.
- **Reservation Reassignment** - Groups or organizations may not assign their reservations to other groups, organizations, or individuals.
- **Responsibility**—The program room must be left in their original condition, neat, clean, and undamaged. Nothing can be taped, tacked or otherwise adhered to the program room walls. Users (the signer of the Program Room Application) must pay the cost to clean or repair any library equipment, furniture, facility, or grounds they damage. The Program room shall be inspected and secured by library staff before departure of a group.

The individual, who signs the Program Room Application, as well as the membership of the group or organization as a whole, will be held responsible for any and all losses or damages that may occur as a result of the use of a meeting room and for the supervision of all minors attending the activity.

- **Room Set Up**-Individuals and organizations using library facilities are responsible for room set up and take down. Furnishings and equipment must be replaced in the locations in which they were found, or placed according to specific instructions provided by staff within the hours booked by the individual or organization.

- **Printed Materials/Literature**—Users shall not distribute personal or group literature, brochures and other materials to library patrons outside of the program room in the library building. Persons or groups using the meeting rooms shall not leave printed materials on library property without prior approval of the Library Director in accordance with Library Policy.
- **Storage**—The library is not responsible for materials or equipment brought to or left in the facility or on the grounds by users. The library is not able to provide storage space for materials or equipment between meetings. The library will not accept deliveries on behalf of the group. Items left in the meeting rooms will be moved to lost & found or discarded.
- ***Sponsoring individuals and organizations agree to and shall indemnify, defend and hold harmless the City of Commerce, the Commerce Public Library and its appointed and elected officials, committees, agents and employees (collectively, the “city”) against all suits, actions, demands, damages, and expenses of any nature which may be brought or made against the City or which the City may pay, sustain, or incur by reason of the use of library facilities by sponsoring individuals or organizations.***
- **Authorization to use library facilities may be revoked by the Library Director or his/her designee upon violation of any Policy, rule or procedure. Persons or organizations refused the use of the meeting rooms or persons or organizations whose privileges to use the meeting rooms have been revoked, shall be informed of the right to appeal in writing.**

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