

CARLSBAD CITY LIBRARY
MEETING FACILITY USE POLICIES AND PROCEDURES

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1. Library Meeting Facility Policy Statement

The Carlsbad City Library upholds the following policy outlined by the American Library Association “Library Bill of Rights” concerning meeting rooms:

“Libraries which make meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of the individuals or groups requesting their use.”

Use of the public meeting facilities does not constitute Library endorsement of the programs. No advertisement or announcement implying such endorsement will be permitted. No organization meeting at the Library shall use the Library as its official address. Storage of goods by organizations using the public meeting facilities will not be permitted.

2. Reservations and Cancellation

Approval for use will not be granted to persons less than eighteen (18) years of age. When serving alcohol the applicant must be twenty one (21) years of age or older.

All applications for use of any Library meeting space must be made via the Online Reservation system accessible on the Library web page on the City website at www.carlsbadlibrary.org. If you do not have access to a computer please contact Library Community Relations staff to request an accommodation for making a reservation.

Applications for reservations must be submitted at least ten (10) business days in advance of the first requested reservation date. Applications will be approved for specific rooms, depending on group size, type of activity and availability.

The individual submitting the Online Reservation Form will be held responsible for all fees and damages. A Certificate of Insurance must be submitted for all events requiring liability insurance. (See **6. Liability Insurance Requirements.**) Use of the facility is not transferable to another person or group.

The City reserves the right to deny an application request for any reason. Typical reasons for denial include but are not limited to the following:

- a. Applicant has unsatisfactory record of prior use
- b. Hazardous condition exists within the facility
- c. Non-payment of fees before due date
- d. Failure to give proper cancellation notice
- e. Civic emergencies
- f. False or misleading information from the applicant
- g. Applicant’s invalid association with group
- h. Other applicant misrepresentation
- i. Use/activity exceeds room capacity

An individual, group or organization that has been denied permission to use the rooms may appeal such denial per the Appeals policy below. (See **11. Appeals.**)

Cancellations: Cancellations must be made at least ten (10) calendar days prior to the event date. Cancellations submitted less than ten days prior to the event will be charged a \$25 processing fee.

3. Fees and Cleaning Deposit for Use of Meeting Rooms

Fees are based on user classification and defined in the attached schedule. (See **5. Classification of Applicants.**) Fees are set based on one-hour increments for each space rented and will not be pro-rated. There is a two-hour minimum for the use of the Auditorium or Meeting Room at the Carlsbad City Library on Dove Lane.

A \$200 refundable cleaning deposit is required for each online application submission, unless already on deposit. If the City has drawn down an existing cleaning deposit for a previous booking, the applicant must replenish the deposit to the full \$200 prior to future bookings.

An invoice including applicable fees and the cleaning deposit will be sent to the email address on the account. If the applicant does not have an email account the invoice will be mailed to the mailing address on the application. The invoice due date is 30 days prior to the first event date requested. Full payment must be received for the total invoiced amount on or before the indicated due date. Failure to make full payment on or before the due date will result in cancellation of the requested reservation(s) and a \$25 processing fee will be charged. When space is reserved less than 30 days in advance of an event date, full payment must be made within three (3) days of the invoice date. All past due amounts on an applicant's account must be paid in full prior to any future bookings. All fees and deposits must be paid at the location of the meeting facility. Checks or money orders must be made payable to the "CITY OF CARLSBAD."

4. Hours of Use

Library facilities are generally not scheduled for use before or after the Library's regular public hours (except for Group A, which is exempt). For events requested outside regular Library hours, if approved, a fee of three (3) times the regular rate will be charged with additional fees subject to applicable billing. Groups staying beyond their reserved hours may be subject to additional fees for the necessary staff coverage and may be denied future privileges.

5. Classification of Applicants

Each application will be reviewed by Library staff and classified into a group depending on the type of organization and the intended use. The classifications are listed in order of priority with classification "A" first, classification "B" second, etc. Library activities have first priority for the use of the facilities.

The Library staff will attempt to accommodate all groups; however, a limited amount of public meeting space exists. Considering that demand often exceeds availability, the following priority system has been established:

- A. Library and City Department-sponsored activities
- B. Carlsbad resident non-profit (nonpaid management);

- C. Carlsbad resident, non-profit (paid management)
- D. Nonresident non-profit
- E. Resident, all others
- F. Nonresident, all others

Facility reservations will not be approved for any individual, group, or organization in perpetuity. Other than city sponsored groups, all groups (Classification “B-F”) are permitted up to four (4) meeting dates per month, except during periods of high demand. The Library may designate black-out dates that are unavailable to groups that have already booked the room four times during the preceding 30 days. This is to ensure that rooms will be available to a wider variety of community groups.

IN ORDER TO QUALIFY AS CLASSIFICATION “B” or “C” NON-PROFIT USER, THE ORGANIZATION MUST MEET ALL OF THE FOLLOWING CRITERIA:

1. The organization must be registered as a non-profit corporation with the State of California, or, if not registered with the State, must be a Carlsbad Chapter and have a constitution or by-laws which clearly state that the objectives of the organization are of a non-profit, non-commercial nature.
2. The organization must be comprised of volunteers, and 70% of its membership and participants must be Carlsbad residents. Verification of residency may be required. Official membership list complete with city of residence addresses may be required with applications. Such lists shall be maintained by the Library staff and shall remain confidential.

THE FOLLOWING REQUIREMENT APPLIES TO GROUPS B, C & D AND MUST BE MET TO QUALIFY AS NON-PROFIT USER:

3. The organization may be required to submit the following:
 - a. If incorporated, submit State Incorporation papers; if not incorporated, submit constitution.
 - b. Financial verification of organization’s exemption from income tax. (Department of the Treasury Form 990 may be used.)

6. Liability Insurance Requirements

The City of Carlsbad is not liable for accidents, injuries, damages, or loss of individual property in connection with any of its facilities. Depending upon the risk factor, the City may require liability insurance in an amount up to \$5,000,000. Liability insurance is subject to approval by the Risk Manager and must include, but is not limited to, the following parameters: name the City of Carlsbad, its officers and employees as an additional insured and insurance company must be rated as per Council Resolution No. 91-403 or better by Best’s Key Rating Guide. Applicants may also obtain special event liability insurance through the City. Athletic activities will require athletic participant coverage. If alcohol is served at an event, liquor liability coverage must be obtained. (*Carlsbad City Council Policy Statement 28/93*)

7. Admission and Sales

Charging of admission is left up to the discretion of the hosting organization. The Library encourages hosting organizations to accommodate individuals who wish to participate in public meetings but are unable to do so based on financial hardship. The Library will not take a percentage of the sales. Organizations using meeting facilities will be permitted to make sales under the following circumstances:

- a. Sales must be confined to the reserved space and the immediate area.
- b. No effort shall be made to solicit other Library patrons. This means signage is **not** allowed inside or in front of Library facility entrances.
- c. Groups selling alcohol (beer, wine and champagne only) must obtain “Daily On-Sale License” from the Alcoholic Beverage Control Board and meet the aforementioned liability insurance requirements.

8. User Conduct

No activity will be permitted which is in violation of local, state or federal statutes. Applicants must adhere to all City policies and fire codes during their use of the facility.

All groups must be under the direction and supervision of their own leadership. There must be at least one adult present and responsible for each ten (10) minors at all times.

Groups are responsible for controlling noise that could be disturbing to other Library activities.

The Library reserves the right to full access of all activities in order to ensure that all rules and regulations are being observed. Usage may be terminated for misrepresentation or engagement in any activities that jeopardize participants’ safety and welfare.

Tape, nails, staples, etc., will not be permitted on any walls outside of designated “tackable” surfaces.

9. Kitchen Use, Food and Beverage Service

Food or drinks are not allowed in the Auditorium, with the exception of bottled water.

Kitchen areas are not intended for cooking, but rather to provide convenient space for the preparation of ready-to-serve items. Refreshments may not be taken from the meeting facilities to other areas of the Library. The Library does not provide supplies such as cups, containers, paper goods, tea and coffee.

Alcoholic beverages are restricted to beer, wine and champagne. Serving of alcoholic beverages must adhere to City of Carlsbad liability insurance requirements. (See 6. **Liability Insurance Requirements**.)

10. Set-up, Break-down, Clean-up and Load-out

Set-up, breakdown, clean-up and load-out must be accomplished within the time period for which the room is rented. On the day of the event, the user must inspect the premises with a staff person and fill out a "Condition of Facility Report." Storage of goods by organizations using the rooms is not permitted. Failure to thoroughly clean the room will result in the forfeiture of the cleaning deposit.

11. Appeals

Appeal of any decision adverse to an applicant may be made in writing to the Library Director within five (5) business days of its making. The Library Director shall render a decision within ten (10) business days. The applicant may appeal the Library Director's decision to the Assistant City Manager within five (5) business days of the Library Director's decision. The Assistant City Manager will render a decision within thirty (30) calendar days. The Assistant City Manager's decision shall be final.