**South Pasadena Public Library**

**Community Room Policy**

**ADOPTED:** 5/11/82

**AMENDED:** 5/13/86, 7/14/87, 5/10/88, 6/14/88, 4/10/90, 7/9/91, 6/9/92, 9/13/94, 11/14/95, 10/8/96, 4/13/99, 6/14/99, 7/13/99, 8/10/99, 11/14/00, 3/12/02, 5/11/04, 8/9/05, 3/11/08, 1/14/10, 3/15/10, 5/17/1, 6/14/18

**REVIEWED:** 3/12/02, 5/11/04, 8/9/05, 1/14/10, 3/15/10, 5/17/16

**Availability**: The Community Room is available to be rented by all non-profit groups/organizations, businesses, and individuals when not in use for Library or City activities. The room is not available for private receptions or parties, or meetings which are commercial or involve heavy activity; or arts and crafts activities presenting risk of damage to the carpet and furnishings. When questions arise regarding the application of this policy, the City Librarian and/or the Library Board of Trustees will make final determinations. The Library reserves the right to deny requests. Use of the room does not constitute endorsement by the Library.

**Hours**: 7:00 A.M. to 10:00 P.M. daily, including weekends and holidays.

**Room Capacity:** The Community Room has available seating for up to 150.

**Reservations:** A written application is required of all groups and individuals using the Community Room. Application forms are available at the Library Reference Desk and Administrative Secretary’s office during open hours and on the Library’s website. Applications must be submitted to the Administrative Secretary. Reservations can be made for individual events up to one year in advance. Groups wishing the use the Community Room annually must renew their application yearly. Renewal applications must be filed each year by November 1st. Reservations will be considered firm when a completed application has been approved. The room may not be used more than two times per month for on-going groups.

**Fees:** Fees for the use of the room vary based on profit or non-profit status of the organization. An individual rate is also available. No admission, registration or membership fee can be charged by users unless written approval is provided by the Library. Library non-affiliated groups need to submit a written request to fundraiser to the Library Board of Trustees at a regularly scheduled meeting. Fund-raising activities generally are not allowed without written permission by the Library. Admission fees and/or the conducting of sales or other fundraising activities are not allowed without the expressed permission of the Library Board of Trustees except for Library affiliated groups such as the Friends of the South Pasadena Public Library or the Restoration Concert Committee. Waiver of any fees is at the discretion of the City Librarian or the Board of Trustees. Please see application for charges.

**Responsibility**:

* Groups using the room are responsible for maintaining the order and cleanliness of the room and its furnishings and equipment. The renter is liable for any damages. Groups must leave the room in good condition for the next group.
* Misuse of the Community Room or its contents and/or disregard for this Policy will be grounds for cancellation of Community Room privileges.
* The responsible party submitting the application is responsible for knowing the rules governing the facility and for communicating these rules to the members using group.
* Smoking is prohibited within the building and throughout the Library Park.
* Candles and incense are also prohibited.
* Cooking cannot be done in the facility nor can meals be served which would require a sink or other kitchen equipment.

**Equipment and Furniture:** The Community Room contains chairs, tables, display panels, a movie screen, a podium, an LCD Projector, a DVD player, an overhead projector, a slide projector, sound system and piano. For microphones, LCD projector, DVD player, overhead projector and/or slide projector, a request for use must be made in advance. No other equipment or furniture can be provided by the Library. Please refer to application for fees.

**Access After Hours:** If the Community Room is to be used when the Library is closed, advance arrangements must be made with the Administrative Secretary or Reference Staff. Because of the Library’s security system, the Community Room can be entered only at the times approved on the application. All members of a group and its audience must exit the building at the time designated on their application (in all cases, no later than 10:00 p.m.) excluding official City use.

**Keys for after hour access:** Keys are available from Library Administration, Monday through Friday from 10 a.m. to 5 p.m., or at the Library’s Reference Desk during regular hours. Only the Responsible Party (person signing the application) or their assigned representative may pick up the keys. Under special circumstances, keys may be issued up to 24 hours in advance at the discretion of Library Administration. Keys must be returned to the key box next to the Community Room light switches when done.

**Alcohol Policy**: While the Library permits alcohol to be served in the Community Room, appropriate restraint must be used both by those serving alcohol and by guests consuming alcohol to ensure the safety of property and all participants. In light of this purpose, the following rules apply.

* Deposit: If any user of the Community Room intends to serve alcohol at an event, the user will provide a deposit in the sum of $250 to cover damages although the user is also responsible to cover additional damages which may exceed $250. A refund of monies not used to cover damages will be made. No deposit will be required of any City agency or official, nor the Friends of the South Pasadena Library or any other adjunct organization associated with the Library.
* Insurance: Users of the Community Room who will be serving alcohol must provide insurance coverage as determined by the City’s current requirements. If the user’s insurance cannot meet this requirement, a one-day special events policy must be purchased from the City. The insurance fee is based upon the type of event and number in attendance.
* Forms of Alcohol Permitted: The only forms of alcohol that may be served in the Community Room are beer and wine. No “hard liquor” may be served.
* Sale of Alcohol Prohibited: There shall be no sale of alcohol in the Community Room by any user thereof.
* Miscellaneous
1. Alcohol may not be served during set-up time (i.e., prior to the scheduled start time of the event), and service of any alcoholic beverages must end one hour before the time slated for the event to end (and in any case no later than 10 p.m.).
2. Alcohol may not be served to anyone under age 21. Failure to comply, monitor, and enforce this prohibition is grounds for terminating the activity and forfeiting all deposits and fees. Injuries caused to any person or damage to City property as a result of alcoholic beverages being served to and/or consumed by a person under age 21 on Library premises shall be the sole responsibility of the organization, its sponsor, or the adult representative.
3. Alcohol is only permitted in the Community Room itself. Alcohol may not be served or consumed in the adjacent park, balconies, or on the Community Room entrance patio and steps.
4. Additional staff may be required at an event at which alcohol is served. The cost of any additional staff is the responsibility of the user and will be included in the rental fee charged to the user.