



HEMET PUBLIC LIBRARY

LIBRARY CONFERENCE ROOM POLICY

The Policy of Hemet Public Library is to allow the use of the Library Conference Room by groups and organizations when the Conference Room is not needed for administrative use, activities sponsored in whole or in part by the Library and when such use is not disruptive of the programs and activities of the Library. Permission to use the Conference Room is revocable and does not imply a lease.

Conference Room Use

- The Room is available to non-profit groups* and government agencies at no charge. Other groups may use the room for a charge of \$44 per use during regular library hours for a three hour maximum use. Twenty-five dollars an hour will be charged thereafter.
- Non-profit groups may use the room **one time** per month at no charge. Up to five additional meetings per year will be allowed, but must be paid for at the commercial rate of \$44 per use. Commercial users are limited to a total of seventeen paid uses per year.
- The Conference Room is made available by application for groups, not individuals.
- Meetings must conclude by the end of normal library hours.

Room Set-up

- The Conference Room seats 30 people. Larger groups should consult with staff about renting the larger space upstairs at the library.
- A white board and a movie screen are available in the room.
- Refreshments are permitted, but the group using the room is responsible for leaving the room in a clean and usable condition.
- No smoking or alcoholic beverages are allowed.
- Arrangement of the furniture in the Conference Room is the responsibility of the Group using the room. Furniture must be returned to its original arrangement at the conclusion of the meeting.

- All meetings must be free and open to the public, except for lawful executive sessions of governmental bodies.
- No materials or services may be sold for private profit or gain, including the cost of materials which may be used for instructional purposes. Groups and organizations may conduct such customary activities as collecting dues from members or coffee money.
- The Library reserves the right to revoke or modify permission to use its conference room, or to modify conditions imposed on the use of the room where necessary to adapt to the operational needs of the library.

Reserving the Conference Room

- Permission may be granted to use the Conference Room up to three months in advance. The Room must be reserved at least one week in advance of the meeting.
- Forms requesting use of the Conference Room may be found on the Hemet Public Library website: www.hemetpubliclibrary.org.
- When a fee is required, it shall be paid in advance. Checks should be made out to The City of Hemet.
- All groups reserving the Room must furnish proof of liability insurance and complete a Hold Harmless Agreement.

Other Considerations

- Meetings publicized as taking place at Hemet Public Library must include the following phrase (or equivalent) as a disclaimer: "This program is neither sponsored by nor affiliated with Hemet Public Library."
- At no time may the Library's name or address be used for a mailing address for any group or Conference Room user.
- Occasionally, several groups may be scheduled to use the room one right after another. Therefore meetings must conclude--and the room be vacated—before the end of your group's allotted time.

* A "non-profit organization" as used in Policy is any of the following: (i) a non-profit, public benefit corporation as defined under California Law; or (ii) a charitable or other non-profit organization that has been granted tax exempt status under U.S. Internal Revenue Code sections 501(c)(3) or 502(c)(4)."

Adopted by the Hemet Public Library Board of Trustees
August 18, 2011