

**SOLANO COUNTY LIBRARY
LIBRARY POLICY**

SUBJECT: Meeting and Conference Rooms Regulations	POLICY CATEGORY: Building/Facility Maintenance	DATE: 9/07/2021	PAGE NUMBER: 5.4-1-1
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INTRODUCTION

Solano County Library has meeting and/or conference rooms available for Library, County departments, and public use at seven of its nine libraries. The Dixon and Vallejo Springstowne Libraries lack such spaces. Types of meeting and conference rooms and days and hours of availability vary by location. See brochure entitled *Solano County Library Meeting Rooms* and the Library website for more information.

GENERAL INFORMATION

Permission to use a room is not transferable from one organization to another. When the individual in charge of an approved meeting is someone other than the individual signing the application, the person signing the application is held responsible for the proper use of the room.

The number of persons present at one time may not exceed the capacity of the room as stated in the *Solano County Library Meeting Rooms* brochure.

Smoking and use of alcohol are not permitted.

Children's and young people's groups must be adequately supervised by adults at all times.

Solano County is not responsible for damage or loss to any merchandise, articles or valuables belonging to customers, guests or attendants located in or around the Library conference or meeting rooms before, during or following the event. The library does not provide supervision over exhibits or group displays. Library security services are for the protection of library property and building security only.

All applicable county policies must be adhered to for all events occurring in county facilities.

To qualify for non-profit rates, customers must provide a copy of their organization's letter of non-profit status from the California Secretary of State's office. The letter must include the organization's non-profit ID number. The organization must pay the meeting room fees with an organization check or credit card. The organization name on the letter of non-profit status, check/credit card, and permit must all be the same name.

Groups not associated with the library are required to clearly state in press releases and other publicity that the meeting is not a library-sponsored event and the presence of the group in the library meeting or conference room does not constitute endorsement by the library.

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The County reserves the right to refuse use of library facilities for any activity that is deemed in violation of federal, state, city and county laws, codes or ordinances or for past failure to comply with any of the rules or regulations associated with the use of county facilities.

Groups may use the meeting and conference rooms up to a maximum of 12 times per calendar year.

Meetings must be open to the public, with the exception that an organized group may restrict attendance to its members.

The library must be notified of any cancellation of scheduled meetings as soon as possible and at least 72 hours before the scheduled meeting. Cancellations made less than 72 hours prior to the meeting are subject to a loss of 50% of the meeting room fee.

In general, meeting rooms are available for use during the hours the library building is open to the public. For Priority 1 and 2 users, exceptions may be made to allow for use of the facility when the library is not yet open, provided that there is library staff in the building.

All meetings must end promptly by the time specified in the application to allow for use by other scheduled groups or for end-of-day building closure. Meetings must end 15 minutes before the Library closes.

ROOM USE PRIORITY

In accordance with Chapter 19 of the County Code, it is the intent of the Library to provide a uniform method that allows for the rental and use of Library meeting and conference rooms.

User Priority: when reserving the facilities for use, Priority 1 shall be the highest priority and Priority 4 shall be the lowest.

- A. User Priority 1 – Programs and activities administered and sponsored by the Solano County Library, as well as meeting of groups, agencies, or organizations with which the Library is partnering to accomplish specific goals, and uses by non-profit organizations for the purpose of supporting Library programs and activities.
- B. User Priority 2 - Programs and activities administered and sponsored by Solano County departments, as well as meeting of groups, agencies, or organizations with which the County is partnering to accomplish specific

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goals, and uses by non-profit organizations for the purpose of supporting County programs and activities. County Departments are not charged for use of the facilities.

- C. User Priority 3 – Programs and activities offered by local non-profit organizations (such as county schools, churches, youth groups, clubs, sports leagues, adult clubs, service groups and organizations) for which there is no entry fee for participation or attendance; meetings or trainings by other governmental agencies that are not open to the public; and fundraising events supporting county programs or county public schools. (See Attachment A-Meeting Room Rates.)
- D. User Priority 4 – Private, business or commercial meetings, seminars, or other events where an entry fee is not collected/charged, funds are not raised, and items are not offered for sale. The following charges are acceptable:
- Book sales sponsored by a Friends of the Library group. The organization (not the Library) is responsible for management of the sale, including all financial transactions.
 - Materials (such as books or audiorecordings) created by a program presenter at a library-sponsored event.
 - Payment of organization dues.
 - Nominal fees for learning materials, refreshments and class supplies as needed for a program sponsored by a non-profit group.
- (See Attachment A-Meeting Room Rates.)

RESERVATIONS

Reservations must be made in person or over the phone to designated staff during the hours the library is open for public service. All requests for room usage for meetings or events are routed to the branch/location which would be used. Reservations may be made at least one week in advance of the scheduled date. Priority 2 users may reserve a meeting room up to seven months in advance of the meeting/event date. Priority 3 and 4 users may reserve a meeting room up to six months in advance of the desired date. Organizations wishing to reserve a meeting room further in advance than the timeframes specified above must send a written request to the Director of Library Services, who will decide whether or not this will be permitted.

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PAYMENT

The reservation is not confirmed until all applicable fees are paid and Solano County Library Form 120, [Solano County Library Meeting Room Use Application for Permit](#), is signed and submitted.

If paying by check, two separate checks are required – one for the usage fee and one for the cleaning deposit. If the room is left in good order, the check for the cleaning deposit is returned to the customer.

If paying by credit card, the card is charged one time for both the usage fee and the cleaning deposit. If the room is left in good order, staff prepares and mails the customer a Vendor Claim form for refund of the cleaning deposit.

Fees for the use of the meeting or conference rooms must be paid in advance, based on the schedule in Attachment A. The Director of Library Services or a designee may waive or reduce fees if warranted.

SERVICES/EQUIPMENT

Set-up for the room is not provided. The room must be left in the same condition in which it was found. A cleaning deposit is required and will be returned once the room has been satisfactorily inspected.

Tables, chairs, projectors, microphones, and other equipment required from the library must be arranged with appropriate library staff in advance. The library does not store equipment or supplies belonging to any organization, group, or individual.

No telephone is available in the meeting room. Other services, such as photocopying, kitchen set-up or supplies are not available.

KITCHEN USE

Beverages or light refreshments may be served. The groups must furnish all kitchen and serving utensils (except as noted in the equipment chart) and is responsible for clean up after the meeting.

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ATTACHMENT A -- MEETING ROOM FEES

	Non-Profit 4 hours or less	Non-Profit 4 hours or more	For Profit 4 hours or less	For Profit 4 hours or more
Fairfield Civic Center Library	\$50	\$100	\$100	\$200
Fairfield Cordelia Library	\$50	\$100	\$100	\$200
Rio Vista Library	\$15	\$30	\$30	\$60
Suisun City Library	\$50	\$100	\$100	\$200
Vacaville Cultural Center Library	\$35	\$70	\$70	\$140
Vacaville Town Square Library	\$50	\$100	\$100	\$200
Vallejo John F. Kennedy Library	\$50	\$100	\$100	\$200