



MEETING ROOM POLICY

The Solano County Board of Supervisors has endorsed Article VI of the American Library Association's Library Bill of Rights. Article VI provides that "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 individuals or groups requesting their use."

When not in use for Library purposes, Solano County Library's meeting rooms are available for organizations to use as a public service. Rental rates are approved by the Solano County Board of Supervisors.

Permission to use a meeting room does not imply Library endorsement of the goals, policies, activities, or viewpoints expressed by the group using the meeting room.

The Library reserves the right to refuse use of its facilities for any activity that is deemed in violation of federal, state, county, and city law, code, or ordinance or for failure to comply with any of the rules or regulations associated with the use of Solano County Library.

ROOM USE PRIORITY

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

When reserving a meeting room, Priority 1 shall be the highest priority and Priority 4 shall be the lowest. Priority 1 may cancel a reservation made by a lower priority group.

1. Priority 1 – Programs and activities administered and sponsored by Solano County Library; meetings or trainings of groups, agencies, or organizations with which the Library is partnering to accomplish specific goals; and uses by nonprofit organizations supporting Library programs and activities. Meetings or trainings do not have to be open to the public.
2. Priority 2 - Programs and activities administered and sponsored by Solano County departments, City departments, or State departments; meetings or trainings of groups, agencies, or organizations with which the County is partnering to accomplish specific goals; and uses by nonprofit organizations supporting County programs and activities. County, City and State Departments are not charged for use of the facilities. Meetings or trainings do not have to be open to the public.
3. Priority 3 – Local nonprofit organizations (such as county schools, churches, youth groups, clubs, sports leagues, adult clubs, service groups and organizations) offering programs and activities for which there is no fee for participation or attendance. Meetings must be open to the public.

To qualify for nonprofit rates, the organization must provide a copy of its letter of nonprofit status from the California Secretary of State's office that includes its nonprofit ID number and shall pay with a check or credit card from the organization. The organization's name shall be on the letter of nonprofit status, check or credit card, and the Library Application for Permit.



4. Priority 4 – Regional or national nonprofit and any for-profit organizations offering programs and activities for which there is no fee for participation or attendance. Meetings must be open to the public.

CONDITIONS OF USE

1. Attendance must not exceed the posted capacity of the meeting room being used.
2. All promotional materials must be reviewed by the Library in advance of publication and distribution. Printed materials must include the following disclaimer:

"Solano County Library facilities have been rented for this event. The viewpoints and materials presented at this event do not constitute endorsement by Solano County Library."

Failure to comply with this requirement may result in cancellation of the approved application/permit, forfeiture of all fees paid, and suspension from future bookings for up to twelve (12) months.

3. A meeting room is available during the hours the Library is open to the public. Groups may use the meeting room only for the hours set forth in the approved application/permit. All set-up and cleanup must be accomplished within the time approved on the application/permit. The meeting room must be returned to its original condition prior to use. Events must end 15 minutes prior to branch closure.
4. Organizations may use a meeting room up to 12 times per calendar year.
5. Damage to Library property will be paid for by the organization booking the meeting room.
6. The Library is not responsible for damage or loss to any valuables in or around a meeting room before, during, or following an event.
7. Smoking and alcohol use are prohibited on Library property.
8. Any organization using a Library meeting room agrees to indemnify and hold harmless the Library from any and all actions or suits relating to its use of such rooms and facilities.
9. It is the responsibility of the reserving organization to arrange and pay for security if necessary for its event.
10. No organization using the meeting room may charge a fee or ask for a donation. No items or services may be sold or advertised, except for Library support organizations which may collect fees from the sale of books and other items during scheduled events.
11. A meeting room is not available for fund-raising events, except for when the event is sponsored by the Friends of the Library or the Library Foundation and approved in advance by the Director of Library Services.

12. A meeting room is not available for private functions.

13. Use of a meeting room for campaign-related purposes is prohibited (CA Government Code §3207).

RESERVATIONS, PAYMENTS, AND PERMITS

Reservations may be made from one week to twelve months in advance of the event. Upon submission of a reservation, an organization is presumed to have read this policy and accepted its terms.

A reservation does not mean an organization has booked a meeting room. A completed and signed application and payment are required within two weeks from the date of making a reservation. Failure to do so will result in cancellation of the group's reservation. The organization submits its application and payment to the library branch where the event is to occur. A completed and signed application and payment receipt is the organization's permit to use the meeting room.

Applications for use of meeting rooms are available on the Library's website.

Payment may be made by check or credit card.

A meeting-room permit is nontransferable from one organization to another. The Library may revoke a permit at any time – including during the organization's event – due to violations of this or any other County or Library policy.

An organization that has had its permit revoked may be suspended from using the Library's meeting rooms for up to twelve (12) months. A suspended organization will receive a letter from the Library specifying the reason(s) for the suspension and the length of the suspension. An organization may appeal its suspension to the Director of Library Services within two weeks of receipt of the suspension letter. The Director of Library Services will respond in writing to the appeal of the suspension within two weeks of receipt of the appeal. During the pendency of the appeal, the suspension will remain in place.

FEES

Fees are approved by the Solano County Board of Supervisors. Library staff may not waive or adjust said fees. Current fees are listed in Attachment 1.

SERVICES, EQUIPMENT, REFRESHMENTS, AND CLEANING

Set-up for the room is not provided. The Library will provide tables and chairs if requested in advance by the organization. The organization is responsible for setting up the meeting room for its use and must leave the room in the same condition in which it was found, including the placement of chairs and tables.

An organization shall arrange for its own equipment, including, but not limited to laptop computers, cables, power cords, and projectors. Use of Library electronic or computer equipment must be arranged in advance. The available equipment and staff assistance to use such equipment varies by location. An organization should not rely solely upon the Library for technical assistance.

The Library does not store equipment or supplies for organizations that use its meeting rooms and is not responsible for damage to equipment used by organizations.

Beverages or light refreshments may be served. An organization must furnish all kitchen and serving utensils except as noted in the meeting room equipment lists and is responsible for cleaning the meeting room before the end of its reservation time.

Failure to clean the meeting room or return any loaned electronic or computer equipment may result in suspension of meeting room privileges.

CANCELATION

The Library location where the reservation was to occur must be notified of cancelation as soon as possible. Cancelations made at least 48 hours before the reservation will receive 100% reimbursement. Cancelations within 48 hours of the reservation are not eligible for reimbursement of rental fees.

The Library, as Priority 1, will not cancel a reservation made by an organization in Priorities 2, 3, or 4 if the reservation is less than two weeks away. Should the Library cancel an existing reservation outside this timeframe and be unable to find an alternative date for the organization, the Library will refund all fees.

Approved by the Board of Supervisors on September 12, 2023

ATTACHMENT 1

Library	Non-profit 4 hours or less	Non-profit more than 4 hours	For-profit 4 hours or less	For-profit more than 4 hours
Fairfield Civic Center	\$50	\$100	\$100	\$200
Fairfield Cordelia	\$50	\$100	\$100	\$200
Rio Vista	\$15	\$30	\$30	\$60
Suisun City	\$50	\$100	\$100	\$200
Vacaville Cultural Center				
Small Meeting Room	\$50	\$100	\$100	\$200
Large Meeting Room	\$50	\$100	\$100	\$200
Vacaville Town Square	\$50	\$100	\$100	\$200
Vallejo John F. Kennedy	\$50	\$100	\$100	\$200