

Alpine County Library & Archives

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Revised Library Meeting Rooms Use Policy adopted by Board of Supervisors May 4, 2010

LIBRARY MEETING ROOMS USE POLICY

I. INTRODUCTION

A. The Alpine County Libraries in Markleeville and Bear Valley each have a meeting room available for public use subject to the guidelines in this Policy. These guidelines are largely based on Article 6 of the American Library Association's Library Bill of Rights, which states:

“Libraries which make exhibit space and 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.”

B. The Alpine County Library encourages use of the meeting rooms by nonprofit community groups and government agencies whose attendees are composed primarily of Alpine County residents as long as this use does not interfere with the normal functions of the library.

C. Use of the Library meeting rooms by any group in no way constitutes endorsement of that group's policies or activities by the Library or Alpine County. Groups may not state or imply in publicity or any other way that the Library or Alpine County sponsors or endorses their organization, the meeting, or the viewpoints presented at the meeting.

D. The Library meeting rooms are available for use free of charge.

E. A description of the Markleeville Library meeting room is in Appendix 1. A description of the Community Meeting Room in the Community Services Building, which also houses the Bear Valley Library, is in Appendix 2.

II. RESERVATIONS

A. Reservations for the meeting rooms shall be on a first come, first serve basis; however, library related programs have priority in the use of the meeting rooms and reservations can be made at any time. Reservations for use of the rooms for non-library related programs will not be accepted more than 60 days in advance except for groups that use a room on a regular basis. These groups may schedule up to 1 year in advance.

B. Groups may reserve a room on a regular basis, not to exceed once a week. Arrangements may be made for more frequent meetings on a space available basis.

C. Reservations for the Markleeville Library meeting room are made with a Library staff member during business hours.

D. Reservations for the Community Meeting Room in Bear Valley are made with the Bear Valley Sheriff's Substation Support Services Assistant.

E. Cancellations must be made at least 7 days in advance of the scheduled use.

III. GENERAL RULES AND REGULATIONS

A. All meetings/activities shall be open to the public. No admission fee may be charged. No materials, goods or services shall be sold for profit or gain with the exception of programs sponsored by the Library or the Friends of the Library.

B. A Library staff member or the Bear Valley Sheriff's Substation Support Services Assistant reserves the right to refuse any request to use facilities which:

1. Involves any activities prohibited by State, Federal and/or County policies.
2. Is made by any persons or organizations which have failed to follow procedures developed by the Board of Supervisors.
3. Involves activities considered to be hazardous to individuals or facilities.
4. Involves an organization which discriminates against participants on the basis of race, creed, sex, religion, disability or national origin.

C. All groups using the meeting rooms must designate an adult (18 years or older) to complete the application and sign the indemnification agreement. These forms must be completed before the room is scheduled. Examples of these forms are in Appendix 3 and Appendix 4.

D. Functions for teenage or children groups must be supervised by an adult during the entire scheduled activity.

E. Children must be supervised at all times. The Library is not responsible for children left unattended in the Library.

F. Smoking and alcoholic beverages are not allowed in County buildings.

G. The group is expected to adhere to the purpose of the meeting stated on the application. Meeting room use may be denied to anyone falsifying a meeting room application or failing to comply with this Policy.

H. Library telephones are not available for public use without prior arrangement. Any long distance charges will be billed to the person making the reservation for the meeting room.

I. If the meeting or activity occurs outside of the Library's regular business hours, the following conditions must be met:

1. A Library staff member, or other responsible person designated by Library staff, shall be available to open and/or close the building. When leaving the building the responsible person shall insure door and windows are secure and lights and equipment are turned off. If leaving after hours in Markleeville the alarm must be set.

2. The Sheriff's Office must be notified by Library staff.

J. Groups are required to leave the meeting room and restrooms clean and orderly. All food, beverages and trash must be removed from the building. Coffee pots, dishes and other amenities used by the group must be cleaned and returned to where they belong. Clean tabletops, countertops and sink. Return chairs and tables to their original arrangement. Vacuum carpets and sweep floors.

K. All personal property shall be removed after the meeting or activity. No items may be stored without permission from Library staff.

L. Disruptive behavior or illegal activity will not be tolerated and may result in immediate suspension of the meeting/activity and suspension of future use of the room by the offending group.

M. Groups who use the meeting rooms and Library equipment shall accept responsibility for the repair of damaged equipment, replacement of missing equipment or parts, and repair of any damage to the meeting room or restrooms.

Appendix 1

MARKLEEVILLE LIBRARY MEETING ROOM

Capacity: 20

Available equipment: Wide screen television, DVD, VCR, CD, projector screen, overhead projector.

Amenities: Small kitchen with microwave, wireless access, folding tables and chairs, restroom.

Vacuum and broom are in the closet in the meeting room.

Appendix 2

BEAR VALLEY COMMUNITY MEETING ROOM

Capacity: 22

Available equipment: Television, DVD, VCR.

Amenities: Wireless access, tables, chairs, coffee pot, coffee urn, tea kettle, microwave, restrooms.

Vacuum is located in the staff restroom.



APPLICATION TO USE THE LIBRARY MEETING ROOM

Name of organization, agency or group: _____

Name of adult representing the group: _____

Address: _____

Telephone number: _____

Circle which meeting room is requested: Markleeville Bear Valley

Date and starting time of meeting/activity: _____

Expected duration of meeting/activity: _____

Expected number of attendees: _____

Purpose of the meeting/activity: _____

Library equipment and amenities to be used: _____

Recurring Meeting:

Scheduled by: _____ Date: _____

**LIBRARY MEETING ROOM
INDEMNIFICATION AGREEMENT**

By signing this Agreement the applicant agrees to the rules and regulations in the Library Meeting Rooms Use Policy. Applicant, in consideration of being allowed to use the meeting room and associated amenities and equipment, agrees to hold harmless, indemnify, and defend the County of Alpine and its officers and employees, from any claim of or actual liability arising from applicant's use. This indemnification shall extend to the payment of reasonable attorney fees and litigation costs incurred by the County of Alpine in defense of any such claim or action. This indemnification shall not extend to liability arising from the intentional actions or gross negligence of Alpine County, its officers or employees.

CAUTION: Read the agreement before signing

Signature: _____

Date: _____