



Addendum: Meeting Room Policy for Library Partners

Addendum to JPAB Policy # 315
Approved: 5/2022
Five-year Review Schedule: 5/2027

Reserving Community Rooms Outside of Regular Library Hours

Groups seeking to use Library space after the normal library hours of operation must first become a library partner. Library partners support the Library's strategic plan and program goals of the Library. We require that partners meet with Library staff and complete an MOU, Program Room Contract and participate in an on-site orientation. If you are interested in starting the process to become a library partner, please contact Library Administration at 831-427-7706 to get connected with the appropriate manager.

Who are Library Partners?

The Friends of Santa Cruz Public Libraries and its chapters, the City of Santa Cruz, the City of Scotts Valley, the City of Capitola, and The County of Santa Cruz are all considered partners of SCPL.

Genealogy Society are existing partners with an active MOU. Other partners may be added with MOU as approved by the Library Director.

Terms of Use for Community Rooms, when different for partners, all other Meeting Room policies apply

1. Active MOU on file.
2. Hold/Harmless and Insurance (types and limits could vary) on file.
3. For use during normal library hours of operations, rooms can be reserved up until one business day prior to the event. For after hours use, partners participate in an on-site orientation no less than one week in advance.
4. Reservations are dependent on room availability and must be made at least two weeks in advance of event date/s. Exceptions determined by the Library Director.



What spaces can partners use during normal open hours?

1. Community Rooms
2. Multipurpose Rooms
3. Conference Rooms
4. Study Rooms
5. Patios

What spaces can partners use after hours?

1. Community Rooms
2. Patios