

Meeting Room Policy

JPAB Policy # 315
Approved: March 2020
Last Revised: May 2022
Five-year Review Schedule: May 2027

Why does the Library provide public access to community rooms?

The Santa Cruz Public Library's room policy seeks to support the Library's mission to "connect, inspire, inform" and to support its vision to "transform lives and strengthen communities." Public spaces make it possible for the public and Library Partners to meet community interests and needs and to build knowledge and understanding of one another as a community.

Priority for room reservations is given to library sponsored programs. If the Library has not reserved the room for itself, priority is then given to government agencies.

Terms of Use for Community Rooms

1. Reservations require a library card.
2. Rooms can be reserved by groups two months in advance of their event and up until one business day prior to their event. Rooms can't be reserved more than four times by one group in one calendar year. (The Library, including its sponsored programming, Friends of the Library and government agencies are exempt from this rule.)
3. Publicity material must also state that the Library neither approves nor disapproves of any viewpoint.
4. Groups may use rooms only for the hours booked in advance. All set-up and clean-up must be accomplished within the reserved time. Groups must return any space to the condition in which they found it unless staff requests otherwise.
5. All meetings must be open to the general public. (The Library and government agencies are exempt from this rule.)
6. All programs shall not discriminate against any individuals or groups of individuals because of race, religion, creed, color, national origin, sex, sexual orientation, gender identity, age, physical or mental disability, or citizenship. The arrangement of the room must also comply with ADA access.

7. All participants must abide by the [Library's Code of Conduct](#).
8. Library spaces are not intended for commercial use. No admission fee may be charged; no collections may be taken on the premises, no fund or business solicited or direct sales made except for sales by the Library or Friends of the Library or their agent. Some exceptions may apply and can be approved by the Library Director. For example, the Director would need to approve suggested donations by program organizers or author book sales, and in such cases the Library would require that 15% of the donations goes to the Friends of the Library in order to benefit the Library. However, donations for programs can't be a condition on for participation.
9. Signs, posters, displays and decorations may be put up with prior permission from the branch manager.
10. Libraries are fragrance-free facilities. No incense may be used and fire regulations prohibit the use of candles however exceptions for special events may be approved by the library director.
11. The Library reserves the right to cancel a reservation due to circumstances beyond its control. The Library will notify the group of the reservation cancellation as soon as possible.
12. . Library spaces are not intended for private parties, such as weddings, birthday parties or other types of private celebrations.
13. Failure to comply with these terms could disqualify the group or individual from reserving library space in the future.

Care and Use of the Community Room

1. Alcoholic beverages may be served only with special permission; this is secured using procedures outlined in the [Alcohol Beverages Policy](#).
2. Users are responsible for cleaning up and for any damage to library property or the facility. Repair or cleaning costs may be assessed if damage occurs.
3. No food or other items may be left or stored in the meeting room or kitchen.
4. Trash and recyclables that do not fit into the provided receptacles must be removed by the user. The Library may assess charges for damage or cleaning.
5. The library assumes no responsibility for personal belongings.

Other Available Spaces:

Study Rooms: (Can accommodate up to four individuals)

1. Study room reservation requires a library card.
2. Rooms should be left neatly after use. Condition of the room may be noted on the Library card holder's account and could affect future reservations.
3. Study rooms are available on a same-day only basis.
4. Reservations are forfeited if the user isn't present within the first 15 minutes. Study rooms are available up to two hours and can be reserved immediately after that time for an additional hour if there is no other reservation on the room.
5. The Library reserves the right to block (reserve the room) times for its learning/program purposes or to support the work of a learning institution.

Conference Rooms: (Some conference rooms provide a capacity of up to eight and some up to twenty individuals.)

1. Conference room reservation requires a library card.
2. Rooms should be left neatly after use. Condition of the room may be noted on the Library card holder's account and could affect future reservation.
3. Conference rooms are available two months in advance of its use and can be reserved twelve times per year.
4. Reservations are forfeited if the user isn't present within the first 15 minutes.
5. Conference rooms are available up to two hours and can be reserved immediately after that time for an additional hour if there is no other reservation on the room.
6. Library spaces are not intended for commercial use. No admission fee may be charged; no collections may be taken on the premises, no fund or business solicited or direct sales made except for sales by the Library or Friends of the Library or their agent. Some exceptions may apply and can be approved by the Library Director. For example, the Director would need to approve suggested donations by program organizers or author book sales, and in such cases the Library would require that 15% of the donations goes to the Friends of the Library in order to benefit the Library. However, donations for programs can't be a condition for participation.
7. There must be at least two people present in order to occupy the

conference room.

8. The Library reserves the right to block (reserve the room) times for its learning/program purposes or to support the work of a learning institution.

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.



Addendum: Meeting Room Policy for Library Partners

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

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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