

Meeting Room Policy

JPAB Policy #315
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Public spaces make it possible for the public and the Library to further the interests and meet the needs of the community, and to build knowledge and understanding of one another as a community.

The First Amendment applies to all government and publicly funded agencies, including public libraries. Public libraries that open their facilities to public use cannot disadvantage or exclude speakers or groups from using their facilities solely because they disagree with those parties' views or the content of their speech. The Library's provision of meeting room space to a group is not an endorsement of the group, its beliefs, or its speech.

Priority for room reservations is given to Library sponsored programs. In order to provide more of the community with an opportunity to make use of these resources, the Library sets limits on the amount of time and frequency that groups and individuals can use meeting rooms.

Library spaces are not intended for commercial use. No admission fee may be charged; no collections may be taken on the premises, nor any funds or business solicited or direct sales made except for sales by the Library or Friends of the Santa Cruz Public Libraries 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, in the sole discretion of the Library Director, a certain percentage of the donations may be required to go to the Friends of the Santa Cruz Public Libraries in order to benefit the Library. However, donations for programs cannot be a condition for participation.

Care and Use of the Meeting Rooms

1. Users are responsible for cleaning up and for any damage to any Library property or any Library facilities. If damage occurs, users may be responsible for any repair or cleaning costs, at the sole discretion of the Library Director or his/her designee.
2. Trash and recyclables that do not fit into the provided receptacles must be removed by the user.
3. No food or other items may be left or stored in the meeting room or kitchen (where applicable).
4. The Library assumes no responsibility for personal belongings.
5. Failure to comply with this policy could disqualify the group or individual from reserving library space in the future.

Below you will find terms of use for the three types of meeting rooms: Study Rooms, Conference Rooms, and Community Rooms.

Study Rooms:

1. Study rooms are available on a same-day only basis. Reservations are made through Library staff at the branch or over the phone.
2. Reservations are forfeited if the user is not present within the first 15 minutes. Study rooms are available for one hour per day. If after the first hour the room has not been reserved by another party or group, the patron (or the affiliated group) may book it for another consecutive hour, for up to 2 hours per day.
3. 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:

1. Conference room reservation requires a library card.
2. Rooms can be reserved by groups up to two months in advance and up until one business day prior to the event. Rooms can be reserved up to twelve times per year by one group.
3. Reservations are forfeited if the user is not present within the first 15 minutes.
4. Conference rooms are available for up to two hours and can be extended day of 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.

Community Rooms and Designated Public Outdoor Spaces (i.e. Outdoor Amphitheaters):

1. Reservations require a library card.
2. The "Agreement to Release, Indemnify and Hold the Santa Cruz Public Libraries Harmless" must be completed before using the room.
3. Rooms can be reserved by groups up to two months in advance of their event and up until one business day prior to their event. Rooms can be reserved up to four times per year by one group. Each booking is limited to four hours. The Library, including its sponsored programming, is exempt from this rule. 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.
4. All promotional materials, notifications, or other communications about the event must include the following statement: "The views and opinions expressed during or as related to this event are solely those of the individuals involved in the event and do not necessarily represent those of the Santa Cruz Public Libraries, or the participating cities of the Santa Cruz Public Libraries Joint Powers Agency."
5. Groups may use rooms only for the hours booked in advance. All set-up and clean-up must be accomplished within the reserved time.
6. All events must be open to the general public, unless exempt. The Library and the four governments of the Library's Joint Powers Board (the City of Santa Cruz, the City of Scotts Valley, the City of Capitola and the County of Santa Cruz) are exempt from this rule. Library spaces are not intended for private parties, such as weddings, birthday parties or other types of private celebrations.
7. While all events in community rooms must be open to the general public (unless exempt), patrons lingering in the room for purposes unrelated to the event may be asked to leave the room.
8. All events, unless exempt, may not limit participation based on race, religion, creed, color, national origin, sex, sexual orientation, gender identity, age, physical or mental disability,

or citizenship. Access to all events, including the arrangement of the room, must also comply with American Disability Act requirements. All participants must abide by the [Code of Conduct Policy](#).

9. Signs, posters, displays and decorations may be put up with prior permission from the branch manager.
10. Use of incense and candles is prohibited. Exceptions for special events may be approved by the Library.
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. There must be at least two people present in order to occupy the room.
13. Reservations are forfeited if the user is not present within the first 15 minutes.
14. Staff may not be available to help with meeting room technology.
15. Alcoholic beverages may be served only with special permission; this is secured using procedures outlined in the [Alcohol Beverages Policy](#).
16. Security cameras may be present in meeting rooms in accordance with the [Security Camera Policy](#).

Reserving Community Rooms Outside of Regular Library Hours

Some branches have community rooms that are available for after-hours use. Please check with the Branch Manager. Groups seeking to use the community rooms outside of regular library hours must meet with the Branch Manager after submitting the After hours Form and meet the insurance requirements. An adult over the age of 18 must be present for after hours use. Spaces are available from 6:00 pm to 8:00 pm Monday through Thursday, 5:00 pm to 8:00 pm on Friday and Saturday, and 10:00 am - 8:00 pm on Sunday. There is a fee for security guard service during after-hours use. Please refer to the After-hours Form for cost. Friends of the Santa Cruz Public Libraries, County and City Departments of the four jurisdictions of the Library's Joint Powers Authority Board are exempt from the security guard service and fee.

Coming Soon