

# Richmond Public Library

## Community Rooms Booking Policy

The City of Richmond extends use of the Main Library's Madeline F. Whittlesey Community Room and Point Richmond Community Room by non-profit groups and organizations (hereinafter referred to as groups) when the room is not needed for activities sponsored or co-sponsored by the Library. Library programs have priority over other uses of the room. The City reserves the right to revoke or modify this policy and its regulations to adapt to the operational needs of the Library.

Meetings and activities must be open to the public at no charge. Groups may conduct customary activities such as collecting dues from members. No admission fees may be charged. Products and services may be sold only by Richmond-based community and nonprofit organizations, at the discretion of the Deputy Director of Community Services – Library. Groups formed to support the Library may use the room for fundraising activities in support of the Library. Richmond Neighborhood Councils will receive one free use of one Library meeting room per calendar year, subject to availability, which must be reserved in advance of the meeting date.

### **Availability, Use, and Occupancy**

The City can impose reasonable conditions for the use of the room to ensure that public property is not being damaged and that the safety and welfare of the public is maintained. The City may collect reimbursement for any damage or additional costs incurred.

The Library reserves the right to attend any meeting held in its facilities to verify Library policies are being upheld, and that no illegal activities take place on the premises.

- **Availability:** The room is available only during the Library open hours. Groups must exit the building by Library closing time.
- **Frequency:** Limit one (1) booking to one (1) day per month. No renter may book Library meeting rooms more than 6 times per calendar year. This limit applies to the total annual bookings of both Point Richmond Community Room and Madeline F. Whittlesey Community Room.
- **Fees:** The City reserves the right to collect fees for use, which are set in the City's Master Fee Schedule. The fee must be paid in advance (see Access to the Room for details).
- **Cleaning and set-up:** Renters are responsible for arranging furniture and setting up the room. The room shall be left in the condition in which it was found. There is no custodial service during the day, and staff members are not free to leave Library duties to arrange the room or perform any services.
- **Equipment:** Non-Library groups must provide their own equipment such as projectors, etc. To use the screen, notify staff when reserving the room. The kitchen in the Point Richmond Community Room is unavailable for use. No permanent modifications may be made to the room

and no equipment may be left in the room after rental. The Library will not pay any portion of the cost of a renter's activities in the room nor any portion of the cost of equipment renters bring for use in the room.

- **Prohibitions:**
  - Smoking and vaping are not allowed in City buildings, including the adjacent courtyard. Any activities that make smoke or fire, including smoking, vaping, and burning incense, are not allowed in City buildings, including the adjacent Library courtyard.
  - Cooking and alcoholic beverages are prohibited. To help us prevent pests, renters must clean any food mess before departure and dispose of food trash in outside receptacles, when possible.
- **Room Capacity:** By order of the City Fire Marshal, capacity in either room shall not exceed the posted capacity limits.

### **Eligibility Requirements**

Any group using the room must meet the following eligibility requirements and ensure that their activities are not disruptive of the Library in any way. Such inappropriate activity will result in immediate eviction and denial of future room use.

- Groups eligible to rent or use the Community Room are City and other governmental organizations, non-profit public, private, civic, cultural, educational, and charitable groups and organizations. The Library makes the room available to a wide variety of groups; however, this does not include for-profit groups.
- Youth groups must have an adult (age 18 or older) responsible for the proper use of the room and adherence to policy rules.
- Library personnel have authority over the use of the room. To book the room, call the Library Administration Office at (510) 620-6555.

### **Access to the Room**

- If the fee is not paid by 5 pm the day prior to the meeting, the meeting may not take place there.
- “No shows” may be denied future use of the room.
- Access to the room is restricted to the hours booked. Always include set-up and teardown time as part of the hours booked.

### **Health and Masking Requirements**

Non-City personnel who enter City premises must comply with State of California, Contra Costa County, or City of Richmond health policies, whichever is more restrictive, regarding vaccination/boosters, social distancing, social gathering, mask wearing, and other requirements as may be issued by the State, County, or City of Richmond.