



MEETING ROOM RESERVATION POLICY

The Alameda Free Library Board has endorsed Article VI of the American Library Association's Library Bill of Rights. Article VI provides that "Libraries which make . . . 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."

When not in use for the Alameda Free Library ("Library") purposes, the Library's meeting rooms are available for organizations to use as a public service. Reservation fees are approved by the City Council and are subject to change without prior notice.

Library facilities may not be used for commercial purposes except for Library support organizations.

Permission to use a meeting room does not imply Library or City of Alameda endorsement of the goals, policies, activities, beliefs, affiliations, or viewpoints expressed by the organization using the meeting room.

The Library reserves the right to refuse use of its facilities for any activity that is deemed in violation of federal, state, county, and city law, code, or ordinance, or for failure to comply with any of the rules or regulations associated with the use of Alameda Free Library.

AVAILABLE MEETING ROOMS

Currently, the Stafford Room is available for reservation.

ROOM USE PRIORITY

When reserving a meeting room, Priority Group A shall be the highest priority and Priority Group F shall be the lowest. Priority Group A may cancel a reservation made by Priority Groups B – F subject to the procedures set forth below.

1. **Priority Group A** – Programs and activities administered and sponsored by Alameda Free Library; meetings or trainings of groups, agencies, or organizations with which the Library is partnering to accomplish specific goals; and uses by nonprofit organizations supporting Library programs and activities. Meetings or trainings do not have to be open to the public.
2. **Priority Group B** – Programs and activities administered and sponsored by City of Alameda departments. The City of Alameda is not charged for use of the facilities. Meetings or trainings do not have to be open to the public.



3. **Priority Group C** – Programs and activities administered and sponsored by governmental entities. Governmental entities are not charged for use of the facilities. Meetings must be open to the public.
4. **Priority Group D** – Alameda nonprofit organizations (such as schools, churches, youth groups, clubs, sports leagues, adult clubs, service groups and organizations) offering programs and activities for which there is no fee for participation or attendance. Meetings must be open to the public. To qualify for nonprofit rates, the organization must provide a copy of its letter of nonprofit status from the California Secretary of State's office that includes its nonprofit ID number.
5. **Priority Group E** – Alameda Public Groups offering programs and activities for which there is no fee for participation or attendance. Meetings must be open to the public.
6. **Priority Group F** – Regional or national nonprofit organizations offering programs and activities for which there is no fee for participation or attendance. Meetings must be open to the public. To qualify for nonprofit rates, the organization must provide a copy of its letter of nonprofit status from the California Secretary of State's office that includes its nonprofit ID number.

CONDITIONS OF USE

1. Attendance must not exceed the posted capacity of the meeting room being used.
2. All promotional materials must be reviewed and approved in writing by the Library in advance of publication and distribution. Printed materials must include the following disclaimer in clear and conspicuous text:

"Alameda Free Library facilities have been rented for this event. The viewpoints and materials presented at this event or by event attendees do not constitute endorsement by Alameda Free Library."

Failure to comply with this requirement may result in cancellation of the approved application, forfeiture of all fees paid, suspension from future bookings for up to 12 months, and other remedies the Library determines to be necessary and appropriate.

3. A meeting room is available during the hours the Library is open to the public. Organizations may use the meeting room only for the hours set forth in the approved application. All set-up and clean-up must be accomplished within the time approved on the reservation request. The meeting room must be returned to



its original condition prior to use. Events must end 15 minutes prior to the Library's closure.

4. Organizations may use a meeting room up to 12 times per calendar year. Exceptions to this limit may be made on a case-by-case basis at the discretion of the Library Director or their designee.
5. Any loss or damage to any Library equipment or property resulting from an organization's reservation and/or use of a meeting room (whether such equipment or property is located inside the meeting room) will be the financial responsibility of the reserving organization.
6. Smoking, vaping, and drug and alcohol use are strictly prohibited on Library property.
7. Balloons, confetti, candles, and other open flames are strictly prohibited on Library property.
8. It is the responsibility of the reserving organization to arrange and pay for security if necessary for its event. The reserving organization should not rely on any security personnel retained by the Library for its patrons.
9. Activities involving minors must provide a minimum of one adult per 10 minors.
10. The organization is responsible for the orderly conduct of meeting attendees, including monitoring appropriate behavior in the library, before, during and after the meeting.
11. No organization using the meeting room may charge a fee or ask for a donation. No items or services may be sold or advertised, except for Library support organizations which may collect fees from the sale of books and other items during scheduled events.
12. A meeting room is not available for fund-raising events, except for when the event is sponsored by the Friends of the Library and approved in advance in writing by the Library Director or their designee.
13. A meeting room is not available for private functions (e.g., social events, parties, memorial services, support groups, or recruitments) or for commercial functions (except for Library support organizations).
14. Use of a meeting room for campaign-related purposes is prohibited (California Government Code §3207).



LIMITATION OF LIABILITY

The City of Alameda and the Alameda Free Library assume no legal responsibility for personal injuries, thefts, or losses of private property while on or using Library or City rooms or facilities. Each organization and group should provide their own personal liability insurance where injuries, thefts or losses might occur.

INDEMNITY

Any organization using a Library meeting room agrees to indemnify and hold harmless the Library and the City of Alameda from any and all actions or suits relating to its use of such rooms and facilities.

RESERVATIONS AND PAYMENTS

Meeting rooms are not available on: New Year's Eve, New Year's Day, Presidents' Day, Easter Sunday, Memorial Day, Juneteenth, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, the Day After Thanksgiving, Christmas Eve, Christmas Day, and when Staff Development Days are scheduled.

Reservations must be made by applicants 18 years and over. Reservation requests may be submitted from 14 days to 60 days in advance of the event. Upon submission of a reservation request, an organization is presumed to have read this policy and accepted its terms.

A reservation request does not mean an organization has booked a meeting room and does not guarantee an applicant the particular room or time requested. After Library staff approves a reservation, the organization will be contacted for payment. Payment is required within 14 days from the date of reservation approval. All fees, if applicable, must be paid in full with a credit or debit card. Failure to make payment within this timeframe will result in cancellation of the organization's reservation.

A meeting room reservation is nontransferable from one organization to another.

The Library may revoke a reservation at any time, including during the organization's event, for violations of this policy or the rules or regulations associated with the use of the Library. An organization that has had its reservation revoked may be suspended from using the Library's meeting rooms for up to twelve (12) months.



SUSPENSIONS

The Library may suspend an organization from using its meetings room at any time, including during the organization's event, for violations of this (i) policy, (ii) the rules or regulations associated with the use of the Library, and (iii) federal, state, county, and city law, code, or ordinance.

A suspended organization will receive a letter from the Library specifying the reason(s) for the suspension and the length of the suspension. The Library retains sole discretion to determine the length and manner of any suspension issued. An organization may appeal its suspension to the Library Director or their designee within 14 days of receipt of the suspension letter. The Library Director or their designee will respond in writing to the appeal of the suspension within 14 days of receipt of the appeal. During the pendency of the appeal, the suspension will remain in place.

FEES

Fees are approved by the City Council and are subject to change without prior notice. Library staff may not waive or adjust said fees. Current fees are listed in Attachment 1.

SERVICES, EQUIPMENT, REFRESHMENTS, AND CLEANING

Set-up for the room is not provided. The Library will provide tables and chairs if requested in advance by the organization. The organization is responsible for setting up the meeting room for its use and must leave the room in the same condition in which it was found, including the placement or removal of chairs and tables.

An organization shall arrange for its own equipment, including, but not limited to laptop computers, cables, power cords, and projectors. An organization should not rely upon the Library for technical assistance.

The Library does not store equipment or materials for organizations that use its meeting rooms and is not responsible for any loss or damage to equipment or materials used by organizations.

Beverages or light refreshments may be served. The serving of alcohol is prohibited.

An organization is responsible for cleaning the meeting room before the end of its reservation time and returning the room to the same condition it was in prior to use. Decorations must be removed. Nails, tacks, staples, electrical tape, or marring materials may not be used or attached to walls or fixtures on any Library or City property.

Failure to clean the meeting room may result in suspension of meeting room privileges.



CANCELLATIONS

The Library must be notified of any reservation cancellations as soon as possible. Cancellations made at least 14 days before the reservation will receive 100% reimbursement. Cancellations within 14 days of the reservation are not eligible for reimbursement of fees or any other amounts.

The Library, as Priority Group A, retains the sole right to cancel reservations made by made by an organization in Priority Groups B, C, D, or E. The Library will exercise best efforts to avoid the need for such cancellations. The Library will not cancel a reservation made by an organization in Priority Groups B, C, D, or E if the reservation is less than 14 days away. Should the Library cancel an existing reservation outside this timeframe and be unable to find an alternative date for the organization, the Library will refund all reservation fees. The refund of fees is the sole remedy for cancellations. By using the Library's reservation platform, the reserving organization waives any other recourse and remedy against the Library for cancellations.



ATTACHMENT 1 – STAFFORD ROOM FEE STRUCTURE

PRIORITY GROUP	GROUP DEFINITION	HOURLY FEE
A	Programs and activities administered and sponsored by Alameda Free Library; meetings or trainings of groups, agencies, or organizations with which the Library is partnering to accomplish specific goals; and uses by nonprofit organizations supporting Library programs and activities. Meetings or trainings do not have to be open to the public.	FREE
B	Programs and activities administered and sponsored by City of Alameda departments. The City of Alameda is not charged for use of the facilities. Meetings or trainings do not have to be open to the public.	FREE
C	Programs and activities administered and sponsored by governmental entities. Governmental entities are not charged for use of the facilities. Meetings must be open to the public.	FREE
D	Alameda nonprofit organizations (such as schools, churches, youth groups, clubs, sports leagues, adult clubs, service groups and organizations) offering programs and activities for which there is no fee for participation or attendance. Meetings must be open to the public. To qualify for nonprofit rates, the organization must provide a copy of its letter of nonprofit status from the California Secretary of State's office that includes its nonprofit ID number.	\$100
E	Alameda Public Groups offering programs and activities for which there is no fee for participation or attendance. Meetings must be open to the public.	\$125
F	Regional or national nonprofit organizations offering programs and activities for which there is no fee for participation or attendance. Meetings must be open to the public. To qualify for nonprofit rates, the organization must provide a copy of its letter of nonprofit status from the California Secretary of State's office that includes its nonprofit ID number.	\$150