

# ORANGE PUBLIC LIBRARY

## MEETING ROOM USE

*Adopted by Orange Public Library Board of Trustees on 12/18/2017  
Revised: 07/19/2018; 09/17/2018; 8/28/2019*

The Library provides meeting space for rent at all three locations: the Orange Public Library & History Center, Taft Branch Library, and El Modena Branch Library. The Meeting Room Coordinator is responsible for maintaining these services. Reservations must be made at least one week in advance of reservation date, including any equipment needs, and accompanied by all required forms (Application for Library Meeting Rooms and Meeting Room Use Agreement). Deposits and fees are due at time of booking. Deposits will be refunded less any assessed fines/fees (if applicable). Cancellation received less than 14 days from reservation date will be charged a cancellation fee. All fees are per the City's Master Schedule of Fees.

Meeting rooms may be rented by profit, non-profit, non-partisan and non-sectarian organizations; however, the Library and City have priority of use. Any meeting held at the Library must be free of charge to attendees and open to the public. Library meeting rooms are not available for personal use (i.e., birthday parties, services, showers, playgroups, tutoring, recitals, etc.), and may not be used to solicit sales of any kind. Parking is free at all library locations; however, parking is not guaranteed.

The City of Orange requires meeting room users to sign a Hold Harmless agreement. In addition, proof of insurance with General Liability of \$1,000,000 and an endorsement naming the City of Orange as additional insured is required no later than seven days after booking a meeting room. Failure to provide the required insurance and endorsement will cause forfeit of your reservation. Meeting room use is non-transferable.

### **Library Meeting Room Guidelines:**

1. A 2.5 hour minimum use is required for all Library meeting rooms. Meeting room use is available only during location operating hours and must conclude thirty (30) minutes prior to closing.
2. Meeting room users are responsible for setting up and putting the room back to its standard configuration by end of reservation time; please add extra time to your reservation to allow for this. If room is not put back to its standard configuration, a cleaning fee will be deducted from the deposit on file.
3. Reservation times are firm. Meeting room users will not be permitted in the meeting room prior to reservation time. Likewise, extended room use beyond the reserved time is not permitted. An overtime fee will be deducted from the deposit on file if room is not vacated at the end time after 15 minutes grace period.
4. No group shall reserve any meeting room for more than twelve months in advance or more than 12 times per year.
5. At no time shall any exit door be covered or obstructed.

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**MEETING ROOM USE (Cont'd)**

6. Meeting room activities shall not interfere or disrupt library operations, or any other adjoining meeting room user. Noise levels will be regulated by Library staff. Please note, when booking a meeting room there may be other groups using adjacent rooms where sounds such as singing, musical instruments, and voices may carry and be amplified.
7. The Library is not responsible for any material or personal property left in meeting rooms.
8. Posting signs, banners, flyers, flags or any other item is prohibited inside and outside of the Library, unless approved in advance by the Library Meeting Room Coordinator. Only freestanding decorations are permitted inside the meeting rooms.
9. If reserving half of the Community Room (Room A or B), a divider will be in place prior to reservation start time. Please do not open or move the divider. (Note: Room users are not responsible for putting up/down the divider.)
10. Equipment and Optional Items are available for a fee and must be reserved at time of booking. In most cases, these items cannot be added the day of room use due to an associated fee and staffing requirements. Equipment and Optional Items include: TV, DVD player, microphones, projection screen, white board, easel, and equipment for hearing impaired. For those with reserved equipment, an Audio/Visual team member will be assigned to assist with setup and orientation on use. (Note: Equipment users are not responsible for putting equipment away.)
11. Non-alcoholic beverages and food is permitted in Library meeting rooms.
12. Government agencies requesting use of the Library's meeting rooms at no charge must be approved by the Library Director (or designee).

The Meeting Room Coordinator has the authority to deny use of the meeting rooms if it is determined that the type of activity will cause a disruption to regular Library Services.

The City of Orange and Library sponsored programs and events are exempt from this policy.

The Library Rules of Conduct applies to the use of all Library meeting rooms.