

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Community Meeting Room

POLICY NUMBER: 6050

6050.1 The purpose of the Placentia Library District Community Meeting Room is to provide facilities for educational and cultural activities that are a part of the Library program. The room may also be used by community groups or organizations that are educational or cultural in nature. The Board of Trustees has established the following conditions to govern the use of the Placentia Library District Community Meeting Room.

6050.2 A completed application, fees and deposit are required to reserve a date for the Placentia Library Community Meeting Room. Fees are as follows:

RENTAL FEE	
Canopies (24 hr. period)	\$10.00 each
Folding chairs (24 hr. period)	\$ 1.25 each
Tables, 6' (24 hr. period)	\$ 8.50 each
Meeting Room (See Revised chart attached)	
- Non-profit organizations	\$20.00 per hour
- Other groups	\$35.00 per hour
- Administrative Fee (for cancellation notices less than two weeks in advance)	\$25.00
- After hour fee / Staff attendee	\$25 per hour, per staff with prior approval from the Director
- Projector	
- Set-up fee	\$15.00
- Refundable security deposit / cleaning fee	\$20.00
- Breakdown fee	\$50.00
- No show fee	\$20.00
	\$25 in addition to the room

LOST OR DAMAGED MATERIALS

An item that is 30 days overdue will become a "Lost" item. If a "Lost" item is returned in its exact condition and damaged-free before 30 days from the overdue date, the \$10.00 processing fee will be waived. If a patron replaces a lost item, said item must have the same ISBN number and the \$10.00 processing fee will be applied. Accounts with balances of \$40 or more will be forwarded to Unique Management Services, Inc., a collection agency and all costs associated with recovery of the lost item will be applied including the \$25.00 collection services fee plus the \$10.00 processing fee.

SPECIAL SERVICES & REPLACEMENTS	
Collection Services Fee	\$ 25.00
Program No Show Fee	\$ 25.00
Library card replacement	\$ 2.00 each
Barcode replacement	\$ 2.00 each
Book jacket cover / mylar replacement / RFID tag	\$ 2.00 each
Audiobook disc replacement	\$ 10.00 per disc up to the value of the audiobook
Audiobook case replacement	\$ 10.00 each
DVD case replacement	\$ 2.00 each
Earbuds	\$ 2.00 each

Photograph digital file from Placentia History Room archives (cost per item + packaging + postage + shipping)	\$10.00 – non-commercial use \$75.00 – commercial use
Printing, photocopy Black ink	\$.15 per page
Printing, photocopy Color	\$.50 per page
Test proctoring	\$50.00 per exam
Passport Processing Fee	\$35.00 per application (subject to change based on fee set by the U.S. Department of State)
Passport Photos	\$12.00
Library of Things (LOTS)	\$35.00 Cleaning Fee per item/room rental
Equipment Rental	Repair or Replacement cost associated with damage or lost item and/or peripherals due to neglect or abuse.

Fees and deposits are waived for meetings or events sponsored by the Library Staff or Board of Trustees. The fees and deposits will also be waived for the Friends of Placentia Library, the City of Placentia, and elected public officials for nonpartisan presentations.

6050.3 Application for use of the room will be made through the Support Services Department on at least two (2) weeks prior to use of the meeting room. No group may reserve the Placentia Library District Community Meeting Room for more than three dates per application without approval by the Library Director.

6050.5 Full room charges will be enforced for all “No Shows.”

6050.6 Permission to use the room is not transferable.

- 6050.7** Upon reasonable notice, the Library reserves the right to require a group to reschedule or relocate within the facility if the Placentia Library District Community Meeting Room is needed for a Library function.
- 6050.8** Organizations using the facility are responsible for setting up and returning the room to the condition it was found. If library staff is needed to set up or return furniture, an additional fee of \$20 per hour is charged.
- 6050.9** The person who signs the application form will be deemed an official representative of the group, and liable for any damage to library and facilities. The person signing the application form must be at least 18 years old.
- 6050.10** Permission will not be granted for religious services, Sunday school classes, or to formal religious groups and organizations.
- 6050.11** Permission to use the facilities will not be granted to an individual or group representing a single political party or political action group except that in the interest of civic enlightenment and public education, use may be granted for political meetings provided all factions are invited and/or represented at the given meeting.
- 6050.12** No meetings or activities will be held for the purpose of advancing any doctrine or theory subversive under the Constitution of the United States or the State of California.
- 6050.13** Meals may not be served in the Community Meeting Room. If light refreshments are provided, the kitchenette must be left clean. The Library does not have supplies available for serving refreshments.
- 6050.14** There is a \$50 refundable deposit/cleaning fee required at time of application. This deposit is nonrefundable for no shows, cancellations less than two weeks before the event rental.
- 6050.15** Alcoholic beverages are prohibited.
- 6050.16** Use of the Community Meeting Room does not constitute an endorsement of the policies or beliefs of the group by the Library Board of Trustees or Library Staff and furthermore, the Board and Staff will not be held responsible for any action undertaken or administered by any organization.
- 6050.17** Personal property brought to or into the Community Meeting Room by any user is done so at the user's risk.
- 6050.18** Permits may be revoked by the Library Director whenever there has been a violation of these rules.

- 6050.19** Community Meeting Room must be vacated when the library closes.
- 6050.20** If a question should arise on the interpretation of these regulations, the matter is subject to the final decision of the Board of Trustees. These regulations may be changed or amended at any time by the Board of Trustees.
- 6050.21** Capacity limitations: 135
- 6050.22** Organizations requiring the presence of a staff member, will incur the cost of \$25 per hour per staff, after closing hours depending on staff availability
- 6050.23** Equipment available for the Community Meeting Room
- 6050.32.1** 100 Chairs
 - 6050.23.2** 15 8' Tables
 - 6050.23.3** Kitchenette
 - 6050.23.4** Sound System
 - 6050.23.5** 1 Lectern
 - 6050.23.6** 2 Flags (American and State flag)
 - 6050.23.7** Projector (\$15 Rental Fee)