

THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA

Adopted this Resolution on December 14, 2004, by the following vote:

AYES: SUPERVISORS GIOIA, UILKEMA, GREENBERG, DESAULNIER
NOES: NONE
ABSENT: SUPERVISOR GLOVER
ABSTAIN: none

C.123

RESOLUTION NO. 2004/655

SUBJECT: IN THE MATTER OF ADOPTING A POLICY FOR THE USE OF MEETING ROOMS IN LIBRARIES

Upon recommendation of the County Librarian, this Board adopts the following policy and rescinds all previously adopted policies and rules and regulations (including Resolution No. 93/525 in its entirety) for the use of meeting rooms in libraries:

Contra Costa County Library
POLICY FOR THE USE OF MEETING ROOMS IN LIBRARIES

It is the policy of the Contra Costa County Library to encourage the use of library meeting rooms for educational, cultural and community related meetings, programs, and activities.

NO-FEE USAGE

Non-profit and civic organizations, for-profit organizations, schools and governmental organizations offering meetings, programs, or activities of educational, cultural or community interest may use the meeting room free of charge for meetings that are open to the general public, for which no admission fee is charged, and at which no soliciting or selling is done.

FEE-BASED USAGE

Non-profit and civic organizations, for-profit organizations, schools and governmental organizations may use the meeting room for a fee for meetings that are closed to the general public, for which an admission fee is charged, or at which soliciting or selling takes place.

EDUCATIONAL USE

Library meeting rooms are available to schools only for special meetings, programs, or activities. They may not be used for instructional purposes as a regular part of the curriculum.

RELIGIOUS USE

Library meeting rooms shall not be used for religious services: (effective July 6, 2009)

APPLICATIONS FOR USE

All groups request use of a library meeting room must fully complete an application form for each use.

RULES FOR USE

The County Librarian shall promulgate rules for the implementation of this policy. Such rules may contain branch specific rules. The County Librarian may deny any application or revoke any permission previously granted when such application or permission is for a use not permitted by this policy, when the applicant has violated the rules promulgated by the County Librarian, or when the meeting room is needed for library purposes.

cc: County Librarian
County Administrator
County Counsel

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: December 14, 2004
JOHN SWEETEN, Clerk of the Board of Supervisors and County Administrator

By [Signature] Deputy

12/2004

Individuals, Groups or Organizations wishing to use library meeting rooms must read the Policy, Rules, and Community Library Rules for Use of Meeting Room and complete an "Application and Permit for Use of Meeting Room" ([Application to Use Meeting Room \(Form 3-12\)](#)). This is now available on StaffNet, Documentation / Forms Section, Printable Forms. It is in template format for staffs' convenience.

- I. To reserve meeting room, an "Application and Permit for Use of Meeting Room" ([Application to Use Meeting Room \(Form 3-12\)](#)) must be submitted to the Community Library Manager or designee for each use up to the advance booking time listed on the "Community Library Rules for Use of Meeting Room." Exceptions may be made at the discretion of the Community Library Manager or designee. The Community Library Manager or designee reviews the application to determine whether use is approved, fee based or free.
  - A. If Community Library Manager or designee approves proposed use, fee is paid (if use is fee based) and indicated as received on "Application and Permit for Use of Meeting Room" ([Application to Use Meeting Room \(Form 3-12\)](#)), form is signed, and a copy is given to applicant.
  - B. Upon receipt of fee a Meeting Room Receipt (Form 6.11, Revised December 1992, County "F" Series Receipt Book) is written out upon receipt of fee. The original goes to the applicant; white and pink copies remain in the receipt book.
  - C. Procedures for posting meeting room fees on the cash receipts journal are included in the Cash Receipt & Accounting procedures.
  - D. All meeting room applications (approved and not approved) are to be retained for a period of two years and should not be discarded prior to an official county audit.
- II. Library rules for use of meeting rooms shall be determined on a rational basis of specific local needs and conditions. Changes in local community library rules must be submitted to Library Administration for review and approval.



## **RULES FOR THE USE OF LIBRARY MEETING ROOMS**

1. Priority for the use of library meeting rooms will be given to library-sponsored programs and activities or Friends of the Library sponsored meetings, programs or activities.
2. Use of library meeting rooms may not conflict with normal library operation or with library sponsored or library related activities, or disturb the normal services of the library.
3. No-fee usage shall be scheduled on a first-come, first-served basis.
4. Fee based usage also shall be scheduled on a first-come, first-served basis but with a shorter advance booking period than for no-fee usage. There is a no refund policy on the fee-based use of meeting rooms if applicant cancels use.
5. When a city or city-approved use is occurring in a library meeting room located in a city-owned building, the city's policies and rules for the use of the meeting room by the city or its designees shall govern that use.
6. If a for-profit organization uses a meeting room for free and commercial products or services are mentioned in the course of the program, alternative products or services, in addition to those of the sponsoring organization, must be fairly presented.
7. Additional rules for the use of meeting rooms in each community library are attached to these rules. Such local rules shall be determined on a rational basis of specific local needs and conditions.
8. Fees shall be based on prevailing local rates for similar facilities.
9. All persons making application for use of the meeting room must be at least 18 years of age.
10. The number of persons allowed to occupy a meeting room may not exceed the limit posted.
11. No smoking is allowed in library meeting rooms.
12. No alcoholic beverages of any kind may be served in library meeting rooms.



**APPLICATION AND PERMIT FOR USE OF MEETING ROOM**

Name of Library:  Date of Meeting:

Time of Meeting: From:  to  Total Time:

Name of Applicant:  Name of Organization:

Purpose of Organization:

Purpose of Meeting:

I have read and agree to abide by and uphold all rules and policies of the Contra Costa County Library and the community library governing the use of library premises or equipment, and I understand that failure to do so will result in loss of future privileges in the use of library meeting rooms. I understand that there is a no refund policy on the fee-based use of meeting rooms.

I agree that: **(name of person)**  shall defend, indemnify, save, and hold harmless Contra Costa County and its officers and employees from any and all claims, costs, and liability for any damages, sickness, death, or injury to person(s) or property, including without limitation all consequential damages, from any cause whatsoever arising directly or indirectly from or connected with the operations or services of **(name of person)**  or its agents, servants, employees, or subcontractors hereunder, save and except claims or litigation arising through the sole negligence or sole willful misconduct of Contra Costa County or its officers or employees.

**(Name of Person)**  will reimburse Contra Costa County for any expenditures, including reasonable attorneys' fees, Contra Costa County may make by reason of the matters that are the subject of this indemnification, and if requested by Contra Costa County, will defend any claims or litigation to which this indemnification provision applies at the sole cost and expense of **(name of person)** .

Signature: \_\_\_\_\_ Date:

Position in Organization:

Home Address:

Business Address:

Home Phone:  Business Phone:

**-- For Library Use Only --**

**Non Fee Use**  Approved  Not Approved **Fee Based Use**  Approved  Not Approved

Reason:

Amount of Fee Received:  Received by:

Librarian in Charge:  Date:

Form 3-12 (Revised August 2009)



**RULES FOR THE USE OF LIBRARY MEETING ROOMS**

<b>Name of Library:</b>	Antioch Library
<b>Address:</b>	501 W. 18 <sup>th</sup> Street, Antioch, CA 94509
<b>Telephone Number:</b>	(925) 757-9224
<b>MEETING ROOM CAPACITY</b>	110 with no chairs, 73 with chairs
<b>FREQUENCY OF USE</b> (How often can an organization use the room within one fiscal year):	Once per week (Mon-Sun)
<b>DURATION OF USE</b> (How many hours can a meeting last on one day)	8 hours
<b>ADVANCE BOOKING TIME</b>	<b>No Fee Use:</b> Three Months <b>Fee Based Use:</b> Three Months
<b>HOURS OF USE</b>	<b>Weekdays:</b> No later than 10:00 p.m. <b>Weekends:</b> No later than 10:00 p.m.
<b>FEE SCHEDULE</b>	\$40.00/hour, billed in half-hour increments & paid at time of booking. No refunds.
<b>CONDITION UPON VACATING</b>	
1. Put all chairs against wall opposite white board.	
2. Wipe off tables; place against wall opposite double doors.	
3. Put garbage can in lobby. Tie up the plastic bag in the can especially if it contains food.	
4. Floors – Crumbs, small pieces of paper, etc. must be picked up	
5. Turn out lights	
6. Lock all doors (ensure back door is closed and latched, lock double doors at meeting room entrance, make sure front doors to the library are locked and latched)	
<b>FOOD AND BEVERAGE ARRANGEMENTS</b>	
1. Pre-prepared simple snacks and beverages	
2. No food preparation is allowed	
3. Must bring own supplies	
<b>EQUIPMENT AVAILABLE</b>	
1. Small television on stand, VCR, DVD player	
2. Sixteen (16) tables	
3. Seventy-three (73) chairs	
4. Speaker's Lectern	
5. Double white board (total measurement: 8' x 3')	
<b>SPECIAL USE CONDITIONS</b>	
1. Return key in book drop after checking that all doors are shut and locked	
2. If meeting is scheduled for time when library is closed, applicant must pick up key when the library is open and sign for it. The key may be picked up earlier in the day or the day before the meeting. It is the responsibility of applicant to note library open hours or holiday closures.	
3. Wheelchair accessible	
<b>NOTE:</b>	Inside lobby glass door and door in corner of meeting room to kitchen is alarmed when the library is closed. Please do not touch these doors. Contact the Antioch Library to see <b>Antioch Library Additional Rules for the use of Library Meeting Rooms</b>



**RULES FOR THE USE OF LIBRARY MEETING ROOMS**

<b>Name of Library:</b>	Clayton Library
<b>Address:</b>	6125 Clayton Road, Clayton, CA 94517
<b>Telephone:</b>	(925) 673-0659
<b>Contact the City of Clayton at (925) 673-7300 to reserve the library meeting room.</b>	
<b>Contact the Clayton Library to reserve the group study room.</b>	



**RULES FOR THE USE OF LIBRARY MEETING ROOMS**

<b>Name of Library:</b>	Concord Library
<b>Address:</b>	2900 Salvio Street, Concord, CA 94519
<b>Telephone Number:</b>	(925) 646-5455
<b>MEETING ROOM CAPACITY</b>	100
<b>FREQUENCY OF USE</b> (How often can an organization use the room within one fiscal year):	Once per month
<b>DURATION OF USE</b> (How many hours can a meeting last on one day)	8 hours
<b>ADVANCE BOOKING TIME</b>	<b>No Fee Use:</b> Six Months <b>Fee Based Use:</b> Three Months
<b>HOURS OF USE</b>	Monday – Thursday: Library open hours      Friday – Saturday 1 p.m. – 4:50 p.m. (except City)
<b>FEE SCHEDULE</b>	\$40.00/hour, billed in half-hour increments & paid at time of booking. No refunds.
<b>CONDITION UPON VACATING</b>	
	1. Fold and store tables in closet
	2. Stack chairs on dollies provided at rear of room
<b>FOOD AND BEVERAGE ARRANGEMENTS</b>	
	1. Pre-prepared simple snacks and beverages
	2. No food preparation is allowed
	3. No kitchen facilities
	4. Must bring coffee pot and utensils
<b>EQUIPMENT AVAILABLE</b>	
	1. Sixty (60) chairs
	2. Ten (10) tables
	3. Blackboard
	4. Portable Screen
	5. Whiteboard
<b>SPECIAL USE CONDITIONS</b>	



**RULES FOR THE USE OF LIBRARY MEETING ROOMS**

<b>Name of Library:</b>	Danville Library
<b>Address:</b>	400 Front Street, Danville, CA 94526
<b>Telephone:</b>	(925) 314-3400 (Town of Danville telephone number)
Arrangements to use the Danville Library Meeting Room are made through the Town of Danville at the above telephone number.	





**RULES FOR THE USE OF LIBRARY MEETING ROOMS**

<b>Name of Library:</b>	Dougherty Station Library
<b>Address:</b>	17017 Bollinger Canyon Road, San Ramon, CA 94582
<b>Telephone:</b>	(925) 973-3350 (Dougherty Station Community Center telephone number)
Arrangements to use the Dougherty Station Library Meeting Room are made through the Dougherty Station Community Center at the above telephone number above.	



**RULES FOR THE USE OF LIBRARY MEETING ROOMS**

<b>Name of Library:</b>	El Sobrante Library
<b>Address:</b>	4191 Appian Way, El Sobrante, CA 94803
<b>Telephone Number:</b>	(510) 374-3991
<b>MEETING ROOM CAPACITY</b>	45
<b>FREQUENCY OF USE</b> (How often can an organization use the room within one fiscal year):	Once per month
<b>DURATION OF USE</b> (How many hours can a meeting last on one day)	8 hours
<b>ADVANCE BOOKING TIME</b>	<b>No Fee Use:</b> Three Months <b>Fee Based Use:</b> Three Months
<b>HOURS OF USE</b>	<b>Weekdays:</b> No later than 10:00 p.m. <b>Weekends:</b> No later that 12:00 midnight
<b>FEE SCHEDULE</b>	\$40.00/hour, billed in half-hour increments & paid at time of booking. No refunds.
<b>CONDITION UPON VACATING</b>	
	1. Stack chairs
	2. Turn out lights
	3. Check that all doors are locked
<b>FOOD AND BEVERAGE ARRANGEMENTS</b>	
	1. Pre-prepared simple snacks and beverages
	2. No food preparation is allowed
	3. Minimal kitchen, sink and counter space
<b>EQUIPMENT AVAILABLE</b>	
	1. 43 chairs
	2. Two (2) tables
	3. Screen
<b>SPECIAL USE CONDITIONS</b>	
	If meeting is scheduled for time when library is closed, applicant must pick-up key before the library closes.



**RULES FOR THE USE OF LIBRARY MEETING ROOMS**

<b>Name of Library:</b>	Hercules Library
<b>Address:</b>	109 Civic Drive, Hercules, CA 94547
<b>Telephone:</b>	(510) 799-8291 (City of Hercules, Recreation & Community Services Department)
Arrangements to use the Hercules Library Meeting Room are made through the City of Hercules, Recreation & Community Services Department, at the telephone number above.	



**RULES FOR THE USE OF LIBRARY MEETING ROOMS**

<b>Name of Library:</b>	Kensington Library
<b>Address:</b>	61 Arlington Avenue, Kensington, CA 94707
<b>Telephone Number:</b>	(510) 524-3043
<b>MEETING ROOM CAPACITY</b>	29 (without tables & chairs) 18 (with chairs only – no tables) 8 (with tables & chairs)
<b>FREQUENCY OF USE</b> (How often can an organization use the room within one fiscal year):	Once per month
<b>DURATION OF USE</b> (How many hours can a meeting last on one day)	Library open hours
<b>ADVANCE BOOKING TIME</b>	<b>No Fee Use:</b> Three Months <b>Fee Based Use:</b> Two Months
<b>HOURS OF USE</b>	Library open hours only
<b>FEE SCHEDULE</b>	\$10.00/hour, billed in half-hour increments & paid at time of booking. No refunds.
<b>CONDITION UPON VACATING</b>	
	1. Stack chairs and put in closet
	2. Close window
	3. Room must be left clean
<b>FOOD AND BEVERAGE ARRANGEMENTS</b>	No food or beverages
<b>EQUIPMENT AVAILABLE</b>	
	1. 40 chairs
	2. One conference table
<b>SPECIAL USE CONDITIONS</b>	



<b>Name of Library:</b>	Lafayette Library and Learning Center
<b>Address:</b>	3491 Mt. Diablo Boulevard, CA 94549
<b>Telephone:</b>	(925) 385-2280
<b>Arrangements to use a Lafayette Library Meeting Room are made through the Lafayette Library and Learning Center Foundation at (925) 283-6513</b>	



**RULES FOR THE USE OF LIBRARY MEETING ROOMS**

<b>Name of Library:</b>	Martinez Library
<b>Address:</b>	740 Court Street, Martinez, CA 94553
<b>Telephone Number:</b>	(925) 646-9900
<b>Arrangements to use the Martinez Library Meeting Room are made through the City of Martinez at (925) 372-3580.</b>	



**RULES FOR THE USE OF LIBRARY MEETING ROOMS**

<b>Name of Library:</b>	Moraga Library
<b>Address:</b>	1500 St. Mary's Road, Moraga, CA 94556
<b>Telephone Number:</b>	(925)888-7045 - Moraga Parks and Recreation Department
<b>Arrangements to use the Moraga Library Meeting Room are made through the City of Moraga at the telephone number above.</b>	



**RULES FOR THE USE OF LIBRARY MEETING ROOMS**

<b>Name of Library:</b>	Orinda Library
<b>Address:</b>	26 Orinda Way, Orinda, CA 94563
<b>Telephone:</b>	(925) 253-4208 (City of Orinda, Parks & Recreation Department telephone number)
Arrangements to use the Orinda Library Meeting Room are made through the City of Orinda at the telephone number above.	





**RULES FOR THE USE OF LIBRARY MEETING ROOMS**

<b>Name of Library:</b>	Pinole Library	
<b>Address:</b>	2935 Pinole Valley Road, Pinole, CA 94564	
<b>Telephone Number:</b>	(510) 758-2741	
<b>MEETING ROOM CAPACITY</b>	100	
<b>FREQUENCY OF USE</b> (How often can an organization use the room within one fiscal year):	Once per month	
<b>DURATION OF USE</b> (How many hours can a meeting last on one day)	No limit	
<b>ADVANCE BOOKING TIME</b>	<b>No Fee Use:</b> Two Months	<b>Fee Based Use:</b> Two Months
<b>HOURS OF USE</b>	Library open hours only	
<b>FEE SCHEDULE</b>	\$40.00/hour, billed in half-hour increments & paid at time of booking. No refunds.	
<b>CONDITION UPON VACATING</b>		
1. Leave room clean		
2. Stack chairs		
3. Push tables to wall		
4. Remove garbage unless it fits easily in trash cans		
5. Make sure outside door is locked (pushed in) when leaving		
<b>FOOD AND BEVERAGE ARRANGEMENTS</b>		
1. Pre-prepared simple snacks and beverages		
2. No food preparation is allowed		
3. Small refrigerator, sink, two burner stove top		
<b>EQUIPMENT AVAILABLE</b>		
1. 90 chairs		
2. Eight (8) tables		
3. Podium & microphone		
4. Portable screen + built-in screen		
5. TV and VCR		
6. Black boards		
7. Slide projector		
8. Tape recorders		
<b>SPECIAL USE CONDITIONS</b>		
<p><b>We do not give out keys.</b> For after hour's meetings, someone must remain in the room to let others in. That person must arrive at the library ten (10) minutes before closing. Also, <b>parking is very limited.</b> For large meetings (over 25) please park in high school parking lot or car pool!</p>		



**RULES FOR THE USE OF LIBRARY MEETING ROOMS**

<b>Name of Library:</b>	Pleasant Hill Library
<b>Address:</b>	1750 Oak Park Blvd, Pleasant Hill, CA 94523
<b>Telephone Number:</b>	(925) 646-6434
<b>MEETING ROOM CAPACITY</b>	<b>Standing, no chairs:</b> 70 <b>Seated with chairs:</b> 45 <b>Tables &amp; chairs:</b> 35
<b>FREQUENCY OF USE</b>	
(How often can an organization use the room within one fiscal year):	Once per month
<b>DURATION OF USE</b> (How many hours can a meeting last on one day)	Library open hours
<b>ADVANCE BOOKING TIME</b>	Two months
<b>HOURS OF USE</b>	Library open hours
<b>FEE SCHEDULE</b>	\$40.00/hour, billed in half-hour increments & paid at time of booking. No refunds.
<b>CONDITION UPON VACATING</b>	
1.	Stack chairs next to wall.
2.	Push tables against wall.
3.	Leave room clean.
<b>FOOD AND BEVERAGE ARRANGEMENTS</b>	
1.	Pre-prepared simple snacks and beverages
2.	No food preparation is allowed
3.	No kitchen facilities.
4.	Must bring own supplies.
<b>EQUIPMENT AVAILABLE</b>	
1.	45 chairs, 8 tables
2.	projection screen
3.	wireless Internet connection
<b>SPECIAL USE CONDITIONS</b>	
	Wheelchair accessible.



**RULES FOR THE USE OF LIBRARY MEETING ROOMS**

<b>Name of Library:</b>	San Ramon Library
<b>Address:</b>	100 Montgomery Street, San Ramon, CA 94583
<b>Telephone:</b>	(925) 973-3200 (City of San Ramon Community Center telephone number)
<b>Arrangements to use the San Ramon Library Meeting Room are made through the City of San Ramon Community Center at the above telephone number above.</b>	



**RULES FOR THE USE OF LIBRARY MEETING ROOMS**

<b>Name of Library:</b>	Walnut Creek Library
<b>Address:</b>	1644 N. Broadway, CA 94596
<b>Telephone:</b>	(925) 256-3575
<b>Arrangements to use the Oak View Room and the Las Trampas Conference Room are made through the City of Walnut Creek's Facility Rentals at 925-256-3575 or at <a href="http://www.walnutcreekrec.org">www.walnutcreekrec.org</a>.</b>	

## Meeting Room Use

Issued: August 1993

Revised: June 2009

Revised: July 2010



## RULES FOR THE USE OF LIBRARY MEETING ROOMS

<b>Name of Library:</b>	Ygnacio Valley Library
<b>Address:</b>	2661 Oak Grove Road, Walnut Creek, CA 94598
<b>Telephone Number:</b>	(925) 938-1481
<b>MEETING ROOM CAPACITY</b>	<b>Assembly no Chairs:</b> 113 <b>Assembly with Chairs:</b> 60 <b>Table &amp; Chairs Set-Up:</b> 36
<b>FREQUENCY OF USE</b>	(How often can an organization use the room within one fiscal year): Once per month
<b>DURATION OF USE</b> (How many hours can a meeting last on one day)	All day
<b>ADVANCE BOOKING TIME</b>	<b>No Fee Use:</b> Three Months <b>Fee Based Use:</b> Two Months
<b>HOURS OF USE</b>	<b>Weekdays:</b> No later than 10:00 p.m. <b>Weekends:</b> No later than 12:00 midnight
<b>FEE SCHEDULE</b>	\$40.00/hour, billed in half-hour increments & paid at time of booking. No refunds.
<b>CONDITION UPON VACATING</b>	<ol style="list-style-type: none"> <li>1. Stack chairs along wall with window</li> <li>2. Fold up all tables except for one small and one large and put them in the closet to the left of the door</li> <li>3. Put garbage in wastebaskets</li> <li>4. Leave room clean</li> <li>5. Erase white board</li> <li>6. Turn out lights</li> <li>7. Lock door</li> <li>8. Put key in book drop</li> </ol>
<b>FOOD AND BEVERAGE ARRANGEMENTS</b>	<ol style="list-style-type: none"> <li>1. Pre-prepared simple snacks and beverages</li> <li>2. No food preparation is allowed</li> <li>3. Must bring own coffee pot and utensils</li> </ol>
<b>EQUIPMENT AVAILABLE</b>	<ol style="list-style-type: none"> <li>1. 60 chairs</li> <li>2. Six (6) tables (30" x 72"); One (1) table (30" x 48")</li> <li>3. Built-in projection screen</li> <li>4. Whiteboard</li> <li>5. One coat rack</li> </ol>
<b>SPECIAL USE CONDITIONS</b>	<p>Limit of 20 parking spaces available for meeting attendees during library open hours (Monday – Thursday, 10:00 a.m. – 8:00 p.m.); Friday &amp; Saturday, 10:00 a.m. – 6:00 p.m.</p> <p>The meeting room is wheelchair accessible as are the adjoining restrooms.</p> <p>If meeting is scheduled for time when the library is closed, applicant must pick-up key before the library closes.</p>

## OPERATIONS

## BUILDING USE

### Meeting Room Use

Issued: August 1993

Revised: June 2009

Revised: July 2010


### Forms Within Procedure

Application and Permit for Use of Meeting Room  
Meeting Room Rental Receipt

Form 3-12 (See Page 2-4.4)

County Form D-58, Revised October 1972 (See Page 2-4.23)

**COUNTY OF CONTRA COSTA - GENERAL RECEIPT**

DEPT. \_\_\_\_\_, 20 \_\_\_\_\_ F 

\_\_\_\_\_ DOLLARS \$ \_\_\_\_\_

FOR \_\_\_\_\_

RECEIVED FROM \_\_\_\_\_

CASH	
CHECK	
MONEY ORDER	

ACCT. BAL.	
AMT. PAID	
BAL. DUE	

D-58 (REV. 10/72) BY \_\_\_\_\_