



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.



RULES FOR THE USE OF LIBRARY MEETING ROOMS

Name of Library:	Antioch Library
Address:	501 W. 18 th Street, Antioch, CA 94509
Telephone Number:	(925) 757-9224
MEETING ROOM CAPACITY	110
FREQUENCY OF USE	
(How often can an organization use the room within one fiscal year):	Once per week
DURATION OF USE (How many hours can a meeting last on one day)	8 hours
ADVANCE BOOKING TIME	No Fee Use: Three Months Fee Based Use: Three Months
HOURS OF USE	Weekdays: No later than 10:00 p.m. Weekends: No later than 10:00 p.m.
FEE SCHEDULE	\$40.00/hour, billed in half-hour increments & paid at time of booking. No refunds.
CONDITION UPON VACATING	
1. Put all chairs against walls, except one wall with light switches	
2. Put tables against wall with washer lights	
3. Put garbage can in lobby	
4. Turn out lights	
5. Lock all doors	
6. Check to ensure back door is latched	
FOOD AND BEVERAGE ARRANGEMENTS	
1. Pre-prepared simple snacks and beverages	
2. No food preparation is allowed	
3. Must bring own supplies	
EQUIPMENT AVAILABLE	
1. TV, VCR & Stand	
2. Three low end tables	
3. Eighty (80) chairs	
4. Eight (8) tables – five feet long	
5. Two (2) tables – six feet long	
6. Four (4) tables – size of card tables	
7. 16 mm Projector and Stand	
8. Small Screen	
9. Dry Erase Board	
10. Blackboard	
SPECIAL USE CONDITIONS	
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, application must pick-up key when the library is open and sign for it	
3. Wheelchair accessible	
NOTE:	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.



RULES FOR THE USE OF LIBRARY MEETING ROOMS

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



RULES FOR THE USE OF LIBRARY MEETING ROOMS

Name of Library:	Concord Library
Address:	2900 Salvio Street, Concord, CA 94519
Telephone Number:	(925) 646-5455
MEETING ROOM CAPACITY	100
FREQUENCY OF USE (How often can an organization use the room within one fiscal year):	Once per month
DURATION OF USE (How many hours can a meeting last on one day)	8 hours
ADVANCE BOOKING TIME	No Fee Use: Six Months Fee Based Use: Three Months
HOURS OF USE	Monday – Thursday: Library open hours Friday – Saturday 1 p.m. – 4:50 p.m. (except City)
FEE SCHEDULE	\$40.00/hour, billed in half-hour increments & paid at time of booking. No refunds.
CONDITION UPON VACATING	
1. Fold and store tables in closet	
2. Stack chairs on dollies provided at rear of room	
FOOD AND BEVERAGE ARRANGEMENTS	
1. Pre-prepared simple snacks and beverages	
2. No food preparation is allowed	
3. No kitchen facilities	
4. Must bring coffee pot and utensils	
EQUIPMENT AVAILABLE	
1. Eighty (80) chairs	
2. Ten (10) tables	
3. Blackboard	
4. Built-in Screen	
SPECIAL USE CONDITIONS	



RULES FOR THE USE OF LIBRARY MEETING ROOMS

Name of Library:	Danville Library
Address:	400 Front Street, Danville, CA 94526
Telephone:	(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.	

Meeting Room Use

Issued: August 1993

Revised: March 2007

Revised: June 2009



RULES FOR THE USE OF LIBRARY MEETING ROOMS

Name of Library:	Dougherty Station Library
Address:	17017 Bollinger Canyon Road, San Ramon, CA 94582
Telephone:	(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.	

Meeting Room Use

Issued: August 1993

Revised: March 2007

Revised: June 2009



RULES FOR THE USE OF LIBRARY MEETING ROOMS

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

Name of Library:	Hercules Library
Address:	109 Civic Drive, Hercules, CA 94547
Telephone:	(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

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



RULES FOR THE USE OF LIBRARY MEETING ROOMS

Name of Library:	Moraga Library
Address:	1500 St. Mary's Road, Moraga, CA 94556
Telephone Number:	(925) 376-6852
MEETING ROOM CAPACITY	85
FREQUENCY OF USE	
(How often can an organization use the room within one fiscal year):	Once a month
DURATION OF USE (How many hours can a meeting last on one day)	
	8 Hours
ADVANCE BOOKING TIME	No Fee Use: Three Months Fee Based Use: Three Months
HOURS OF USE Weekdays: No later than 10:00 p.m. Weekends: No later than 12:00 midnight	
FEE SCHEDULE \$40.00/hour, billed in half-hour increments & paid at time of booking. No refunds.	
CONDITION UPON VACATING	
1. Check to ensure that outside meeting room door knob is in locked position and key returned in the book drop.	
2. Stack chairs.	
3. Push tables against walls.	
4. Remove garbage unless it fits easily in trash can.	
5. Clean tables and sink if necessary.	
6. Vacuum floor if necessary.	
FOOD AND BEVERAGE ARRANGEMENTS	
1. Pre-prepared simple snacks and beverages	
2. No food preparation is allowed	
3. Sink, two burner stove, two coffee pots	
EQUIPMENT AVAILABLE	
1. 80 chairs	
2. Six (6) tables	
3. 1 blackboard/dry erase board (chalk not provided)	
4. 1 overhead projector and TV (reserve in advance)	
SPECIAL USE CONDITIONS	
If meeting is scheduled for time when library is closed, applicant must pick-up key before the library closes. Tabletops must be covered if there are craft projects.	
There is a limit of 20 parking spaces per meeting when meeting is held during the Library's open hours.	
Those responsible for booking the meeting room during the Library's open hours must monitor and adjust noise levels to suit the Library's atmosphere. Repeated inappropriate noise levels will result in application review and possible denial.	



RULES FOR THE USE OF LIBRARY MEETING ROOMS

Name of Library:	Orinda Library
Address:	26 Orinda Way, Orinda, CA 94563
Telephone:	(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

Name of Library:	Pinole Library
Address:	2935 Pinole Valley Road, Pinole, CA 94564
Telephone Number:	(510) 758-2741
MEETING ROOM CAPACITY	100
FREQUENCY OF USE (How often can an organization use the room within one fiscal year):	Once per month
DURATION OF USE (How many hours can a meeting last on one day)	No limit
ADVANCE BOOKING TIME	No Fee Use: Two Months Fee Based Use: Two Months
HOURS OF USE	Library open hours only
FEE SCHEDULE	\$40.00/hour, billed in half-hour increments & paid at time of booking. No refunds.
CONDITION UPON VACATING	
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	
FOOD AND BEVERAGE ARRANGEMENTS	
1. Pre-prepared simple snacks and beverages	
2. No food preparation is allowed	
3. Small refrigerator, sink, two burner stove top	
EQUIPMENT AVAILABLE	
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	
SPECIAL USE CONDITIONS	
<p>We do not give out keys. 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, parking is very limited. For large meetings (over 25) please park in high school parking lot or car pool!</p>	



RULES FOR THE USE OF LIBRARY MEETING ROOMS

Name of Library:	San Ramon Library
Address:	100 Montgomery Street, San Ramon, CA 94583
Telephone:	(925) 973-3200 (City of San Ramon Community Center telephone number)
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.	



RULES FOR THE USE OF LIBRARY MEETING ROOMS

Name of Library:	Ygnacio Valley Library
Address:	2661 Oak Grove Road, Walnut Creek, CA 94598
Telephone Number:	(925) 938-1481
MEETING ROOM CAPACITY	Assembly no Chairs: 113 Assembly with Chairs: 60 Table & Chairs Set-Up: 36
FREQUENCY OF USE (How often can an organization use the room within one fiscal year):	Once per month
DURATION OF USE (How many hours can a meeting last on one day)	All day
ADVANCE BOOKING TIME	No Fee Use: Three Months Fee Based Use: Two Months
HOURS OF USE	Weekdays: No later than 10:00 p.m. Weekends: No later than 12:00 midnight
FEE SCHEDULE	\$40.00/hour, billed in half-hour increments & paid at time of booking. No refunds.
CONDITION UPON VACATING	
1. Stack chairs along wall with window	
2. Fold up all tables except for one small and one large and put them in the closet to the left of the door	
3. Put garbage in wastebaskets	
4. Leave room clean	
5. Erase white board	
6. Turn out lights	
7. Lock door	
8. Put key in book drop	
FOOD AND BEVERAGE ARRANGEMENTS	
1. Pre-prepared simple snacks and beverages	
2. No food preparation is allowed	
3. Must bring own coffee pot and utensils	
EQUIPMENT AVAILABLE	
1. 60 chairs	
2. Six (6) tables (30" x 72"); One (1) table (30" x 48")	
3. Built-in projection screen	
4. Whiteboard	
5. One coat rack	
SPECIAL USE CONDITIONS	
Limit of 20 parking spaces available for meeting attendees during library open hours (Monday – Thursday, 10:00 a.m. – 8:00 p.m.); Friday & Saturday, 10:00 a.m. – 6:00 p.m.	
The meeting room is wheelchair accessible as are the adjoining restrooms.	
If meeting is scheduled for time when the library is closed, applicant must pick-up key before the library closes.	