

## 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  
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12/2004



### 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> No Fee Use: Three Months Fee Based Use: Three Months	
<b>HOURS OF USE</b> Weekdays: No later than 10:00 p.m. Weekends: 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. Double dry-erase white board (total measurement 8' x 3')	
2. Twelve (12) tables	
3. Seventy-two (72) chairs	
<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>	Brentwood Library
<b>Address:</b>	104 Oak Street, Brentwood, CA 94513
<b>Telephone Number:</b>	(925) 516-5290
<b>MEETING ROOM CAPACITY</b>	6, no more than 12.
<b>FREQUENCY OF USE</b> (How often can an organization use the room within one fiscal year): Up to four times per month, up to three months in advance.	
<b>DURATION OF USE</b> (How many hours can a meeting last on one day) One hour minimum, no maximum time limit. The meeting room is available for use during open library hours only.	
<b>ADVANCE BOOKING TIME</b>	Three months
<b>HOURS OF USE</b>	Monday through Thursday 10-8, Friday and Saturday 10-6, closed Sundays.
<b>FEE SCHEDULE</b>	Free
<b>CONDITION UPON VACATING</b> 1. Return all chairs and table to their original places. 2. Clean, throw out garbage.	
<b>FOOD AND BEVERAGE ARRANGEMENTS</b> 1. No food allowed.	
<b>EQUIPMENT AVAILABLE</b> 1. Twelve (12) chairs 2. Conference table (166" L x 53" D x 29" H) 3. 56" TV screen, DVD player, HDMI cable can accommodate PC access	

## OPERATIONS

## BUILDING USE

### Meeting Room Use

Issued: August 1993

Revised: October 2023



## 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.	

## OPERATIONS

## BUILDING USE

### Meeting Room Use

Issued: August 1993

Revised: October 2023



### 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) 973-3333
Arrangements to use the rental facilities are made through the City of San Ramon's Facilities staff at 925-973-3333, email <a href="mailto:pcsfacilities@sanramon.ca.gov">pcsfacilities@sanramon.ca.gov</a> or visit the City Facilities page.	

## OPERATIONS

## BUILDING USE

### Meeting Room Use

Issued: August 1993

Revised: October 2023



## 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 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>	
	1. Return all chairs and table to their original places.
	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.

## OPERATIONS

## BUILDING USE

### Meeting Room Use

Issued: August 1993

Revised: October 2023



### 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.	

## OPERATIONS

## BUILDING USE

### Meeting Room Use

Issued: August 1993

Revised: October 2023



## 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>	

## OPERATIONS

## BUILDING USE

### Meeting Room Use

Issued: August 1993

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<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>	

## OPERATIONS

## BUILDING USE

### Meeting Room Use

Issued: August 1993

Revised: October 2023



## 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>	

## OPERATIONS

## BUILDING USE

### Meeting Room Use

Issued: August 1993

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## 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>	

## OPERATIONS

## BUILDING USE

### Meeting Room Use

Issued: August 1993

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### 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) 8 hours	
<b>ADVANCE BOOKING TIME</b>	<b>No Fee Use:</b> Two Months <b>Fee Based Use:</b> Two Months
<b>HOURS OF USE</b>	<b>Weekdays:</b> No later than 10:00p.m. <b>Weekends:</b> No later than 11:00p.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. 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	
<b>EQUIPMENT AVAILABLE</b>	
1. 90 chairs	
2. Eight (8) tables	
3. Podium & microphone	
4. Portable screen	
5. TV and VCR	
6. White boards	
7. Projector	
<b>SPECIAL USE CONDITIONS</b>	
If meeting is scheduled for time when the library is closed, applicant must pick up the key during regular library hours.	

## OPERATIONS

## BUILDING USE

### Meeting Room Use

Issued: August 1993

Revised: October 2023



### 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) 973-3333
Arrangements to use the rental facilities are made through the City of San Ramon's Facilities staff at 925-973-3333, email <a href="mailto:pcsfacilities@sanramon.ca.gov">pcsfacilities@sanramon.ca.gov</a> or visit the City Facilities page.	



**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
<p><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></p>	

## 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>	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
<b>FOOD AND BEVERAGE ARRANGEMENTS</b>	1. Pre-prepared simple snacks and beverages 2. No food preparation is allowed 3. Must bring own coffee pot and utensils
<b>EQUIPMENT AVAILABLE</b>	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
<b>SPECIAL USE CONDITIONS</b>	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.