

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

Name of Library:	Antioch Library
Address:	501 W. 18 th Street, Antioch, CA 94509
Telephone Number:	(925) 757-9224
MEETING ROOM CAPACITY	110 with no chairs, 73 with chairs
FREQUENCY OF USE (How often can an organization use the room within one fiscal year): Once per week (Mon-Sun)	
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 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).	
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. Double dry-erase white board (total measurement 8' x 3')	
2. Twelve (12) tables	
3. Seventy-two (72) chairs	
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, 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.	
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. Contact the Antioch Library to see Antioch Library Additional Rules for the use of Library Meeting Rooms	



RULES FOR THE USE OF LIBRARY MEETING ROOMS

Name of Library:	Brentwood Library
Address:	104 Oak Street, Brentwood, CA 94513
Telephone Number:	(925) 516-5290
MEETING ROOM CAPACITY	6, no more than 12.
FREQUENCY OF USE (How often can an organization use the room within one fiscal year): Up to four times per month, up to three months in advance.	
DURATION OF USE (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.	
ADVANCE BOOKING TIME	Three months
HOURS OF USE	Monday through Thursday 10-8, Friday and Saturday 10-6, closed Sundays.
FEE SCHEDULE	Free
CONDITION UPON VACATING	
1. Return all chairs and table to their original places.	
2. Clean, throw out garbage.	
FOOD AND BEVERAGE ARRANGEMENTS	
1. No food allowed.	
EQUIPMENT AVAILABLE	
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	



RULES FOR THE USE OF LIBRARY MEETING ROOMS

Name of Library:	Clayton Library
Address:	6125 Clayton Rd., Clayton, CA 94553
Telephone Number:	(925) 673-0569
MEETING ROOM CAPACITY	Minimum of 4. Maximum of 12 with tables or 20 if only using chairs.
FREQUENCY OF USE	(How often can an organization use the room within one fiscal year): Up to four times per month and one use per week.
DURATION OF USE	(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.
ADVANCE BOOKING TIME	Three Months
HOURS OF USE	Tuesdays 12:00pm - 8:00pm; Wed. – Sat. 10:00am – 6:00pm.
FEE SCHEDULE	Free
CONDITION UPON VACATING	1. Return all chairs and table to their original places. 2. Clean, throw out garbage.
FOOD AND BEVERAGE ARRANGEMENTS	1. Only light snacks – no full meals, Covered drinks are allowed.
EQUIPMENT AVAILABLE	1. Twenty (20) chairs. 2. Two (2) tables that measure 36” x 72”. 3. One 4’ x 8’ wall-mounted dry-erase board which is surrounded by a tackable surface.
NOTE: Arrangements to use Hoyer Hall (a larger meeting room within the building) are made through the City of Clayton – (925) 673-7300.	



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. Sixty (60) chairs	
2. Ten (10) tables	
3. Blackboard	
4. Portable Screen	
5. Whiteboard	
SPECIAL USE CONDITIONS	

OPERATIONS

BUILDING USE

Meeting Room Use

Issued: August 1993

Revised: April 2025



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.	



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) 973-3333
Arrangements to use the rental facilities are made through the City of San Ramon's Facilities staff at 925-973-3333, email pcsfacilities@sanramon.ca.gov or visit the City Facilities page.	



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	49
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: Two Months Fee Based Use: Two Months
HOURS OF USE Weekdays: No later than 10:00 p.m. Weekends: No later than 11:00 p.m.	
FEE SCHEDULE \$40.00/hour, billed in half-hour increments & paid at time of booking. No refunds.	
CONDITION UPON VACATING	
1. Leave room clean. Remove garbage unless it fits easily in trash cans.	
2. Stack chairs.	
3. Wipe off tables; place against wall under the clock.	
4. Turn off lights.	
5. After program, make sure outside door is locked when leaving. Drop off key in the bookdrop located at building entrance.	
FOOD AND BEVERAGE ARRANGEMENTS	
1. Pre-prepared simple snacks and beverages	
2. No food preparation is allowed.	
EQUIPMENT AVAILABLE	
1. 50 chairs	
2. Four (4) tables	
3. Monitor	
SPECIAL USE CONDITIONS	
1. An application must be submitted for each use.	
2. Parking is limited during library open hours – 40 regular, and 3 handicap spots.	
3. If meeting is scheduled for time when library is closed, applicant must pick-up key before library closes 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.	
4. Contact El Sobrante Library to see Library Additional Rules for the use of Library Meeting Rooms.	



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	

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

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RULES FOR THE USE OF LIBRARY MEETING ROOMS

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

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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) 888-7045 - Moraga Parks and Recreation Department
Arrangements to use the Moraga Library Meeting Room are made through the City of Moraga at the telephone number above.	



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



RULES FOR THE USE OF LIBRARY MEETING ROOMS

Name of Library:	San Ramon Library
Address:	100 Montgomery Street, San Ramon, CA 94583
Telephone:	(925) 973-3333
Arrangements to use the rental facilities are made through the City of San Ramon's Facilities staff at 925-973-3333, email pcsfacilities@sanramon.ca.gov or visit the City Facilities page.	

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RULES FOR THE USE OF LIBRARY MEETING ROOMS

Name of Library:	San Pablo Library
Address:	13751 San Pablo Ave., San Pablo, CA 94806
Telephone:	(510) 374-3998
Arrangements to use the Wildcat Community Room are made through the City of San Pablo's Recreation & Community Services Department: email: Recreation@sanpabloca.gov	



RULES FOR THE USE OF LIBRARY MEETING ROOM

Name of Library:	Walnut Creek Library
Address:	1644 N. Broadway, CA 94596
Telephone:	(925) 256-3575
<p>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 www.walnutcreekrec.org.</p>	



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.			