



# Library Meeting Room Use Permit

To check on meeting room availability and for any other questions regarding the room, please call the Library at (707) 963-5244 or by email at [library@cityofsthelena.org](mailto:library@cityofsthelena.org)

Date(s) of Use \_\_\_\_\_ Hours Requested \_\_\_\_\_

Attendance\* \_\_\_\_\_ Purpose of Use \_\_\_\_\_  
\*(Max Occupancy 26)

Organization \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Primary Contact \_\_\_\_\_

Email \_\_\_\_\_

Applicant hereby agrees to hold the City and its City Council and employees free and harmless from any loss, damage, or liability, cost or expense that may arise during or be caused in any way by the proposed use or occupancy of the requested facilities.

I, the undersigned, hereby certify that I will be personally responsible on behalf of the applicant for any damages sustained by the building, furniture, or equipment, accruing through occupancy or use of said building by the applicant. I understand the maximum occupancy of the meeting room is 26 people and agree that this use will not exceed the stated capacity.

It is my understanding that the City may cancel my reservation in the event the facility is needed for the conduct of urgent City business and it is my responsibility to notify the Library of any cancellations on the part of my organization.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Phone \_\_\_\_\_

## LIBRARY USE ONLY

Facility use charges \$ \_\_\_\_\_

Use Permit granted by \_\_\_\_\_

Date \_\_\_\_\_

### Meeting Room Rates:

Regular: \$25 per hour

Non-profit\*: Free

\*To qualify for the non-profit rate an organization must supply a copy of its 501(c)3 IRS determination letter at the time of payment.



# Library Meeting Room Policy

The St. Helena Public Library has a meeting room available for Library, City departments, and public use.

## A. GENERAL INFORMATION

- The Library reserves the right to refuse use of the meeting room for any activity that is deemed in violation of federal, state, city and county laws, codes or ordinances or for past failure to comply with any of the rules or regulations associated with the use of library facilities.
- Permission to use the meeting room is not transferable from one organization to another. When the individual in charge of an approved meeting is someone other than the individual signing the application, the person signing the application is held responsible for the proper use of the room.
- The meeting room has a maximum capacity of 26 people.
- Use of equipment and furnishings is restricted to availability and set-up is the responsibility of the user.
- In general, the meeting room is available for use during the hours the Library is open to the public. Exceptions may be made to allow use of the room at other times provided that there is library staff in the building and with prior approval from the Library Director or designee.
- All meetings must end promptly by the time specified in the use permit application to allow for use by other scheduled groups or for end-of-the-day building closure. Events should end at least 30 minutes prior to the Library's closing time, with sufficient time to ensure that the room is cleaned and restored to the condition in which it was found 15 minutes prior to Library closing time.
- The meeting rooms may not be used for meetings that encourage, promote, or incite illegal activity or violence against or physical injury to individuals or groups of individuals.
- Events must comply with all Library policies, including the Library Behavior Policy, and should not interfere with Library operations. The Library must maintain a safe and reasonably quiet environment; public use of the meeting room that, in the judgment of Library staff, interferes with Library operations will be required to immediately cease and may result in loss of privileges to use the room on future occasions.
- Groups not associated with the Library are required to clearly state in press releases and other publicity that the meeting is not a library-sponsored event and the presence of the group in the library meeting room does not constitute endorsement by the library. An example: "The meeting space is provided as a community service by the St. Helena

Public Library. The Library neither sponsors nor endorses this event nor the presenting individual or organizations."

- Groups shall be financially responsible for any damage to the room, furnishings or equipment.
- The Library is not responsible for the loss or damage to individual or group property before, during, or after an event. The Library cannot store or oversee equipment and supplies for any group using the meeting room.
- Decorations and presentation materials other than post-it self-stick paper cannot be posted on walls, doors, or windows.
- The Library Director or designee shall have the discretion to determine whether a particular use is in compliance with this Policy.

## **B. FEES & RESERVATIONS**

- The completed use permit application and payment are required in advance of the meeting.
- No reservation is confirmed until the use permit application has been approved and payment received. Approval is dependent upon intended use, availability, and agreement to abide by guidelines.
- Non-profit organizations may book twelve (12) rentals per calendar year at no charge. To qualify for the non-profit rate an organization must supply a copy of its 501c3 determination letter with their meeting room use permit application.
- A for-profit group cannot use the meeting room more than six (6) times in a calendar year. The rate for the room is \$25 per hour.
- The room must be reserved at least 24 hours in advance of the meeting, provided the room is available.
- The individual assuming responsibility for the meeting room must be 18 years or older.
- In case of a cancellation, the individual responsible for the meeting room reservation must notify the Library as soon as possible in order for the room to be made available to others.
- The Library reserves the right to modify or cancel reservations with reasonable notice based on the operational needs of the Library or if the facility is needed for the conduct of urgent City business.
- Applications may be denied based on availability, frequency of requests for use, or other reasons that conflict with this policy and the purpose and priorities of the meeting room.

Updated by Library Board of Trustees August 9, 2023