

## MEETING ROOM POLICY RULES AND REGULATIONS

Library meeting rooms are to provide space for educational and cultural activities that are part of the library program. A secondary use is to support the operations of the City of Ontario, schools serving Ontario, and governmental agencies partnering with Ontario. When the rooms are not being used for those purposes, they may be available at a fee for use by community groups or organizations whose aims are educational, cultural, or civic betterment. Rental fees are not charged for activities organized or sponsored by the City of Ontario or Ontario collaborative agencies. Ontario nonprofit groups may be exempt when the Library Director determines the purpose of their use enhances the educational and cultural activities of the library. This policy regulates community group use of the Ovitt Family Community Library and Lewis Family Branch Library meeting rooms. It does not control room use by governmental entities.

### REGULATIONS:

1. All community group meetings must be open to the public and free of charge. No fee shall be charged, no donation solicited, and no membership may be required as a condition of entry.
2. The use of the meeting space does not constitute an endorsement of an organization's policies or beliefs. Except as a designation of location, the name of Ontario City Library may not be used in any publicity related to the use of the meeting space. Additionally, all advertising or publicity must include the following phrase as a disclaimer: "This program is neither sponsored by nor affiliated with the Ontario City Library."
3. Meeting rooms may not be used for social occasions or a practice hall, including, but not limited to, showers, parties, etc.
4. Meeting rooms may not be used for any meeting sponsored by an organization or individual for the sale of merchandise, financial promotion, solicitation of services, order placement, or to raise funds. The Library reserves the right to allow sales conducted by the Friends of Ontario City Library, a Library support group.
5. Meetings must be held only during times when the Library is open to the public and must not interfere with Library activities or disrupt customers' use of the Library. Meeting room must be vacated 15 minutes before the library closes.
6. Those persons attending any meeting room activities are required to obey Library Code of Conduct and are subject to immediate removal from the Library upon the direction of the Library Director or designee for violation.
7. The meeting room use is to be nonsectarian, nonpartisan, and nonprofit.
8. No food or beverage may be served in the room.
9. Smoking and alcoholic beverages are not permitted.
10. Decorations and other materials are not permitted on the walls.
11. The organization is responsible for setting up furniture to suit its needs and must return furniture to the position it was in prior to the meeting and remove trash and debris, including any clean up that may be necessary. Meeting space must be left in an acceptable, uncluttered condition. Tables and chairs should be returned to their original positions. Any equipment should be returned to its proper placement.

12. The person booking the room may be charged for any damage the group causes to the library facility, its equipment, or furnishings.
13. A room rental fee must be paid no later than one (1) week before scheduled date of use.
14. Meetings cannot cause interruption or inconvenience to on-going library activities.
15. The Library reserves the right to limit organizations which hold periodic meetings in an effort to encourage the broadest use possible.
16. There will be no unauthorized access to the library network.
17. The applicant assumes responsibility for accommodations and specific articles of compliance as required by the Americans with Disabilities Act.
18. The Library reserves the right to cancel or suspend any permission granted to a group or organization that violates the Rules and Regulations of the Meeting Room or the Library Code of Conduct.
19. For a group with members under the age of 18, adequate adult supervision must be provided by the group.

#### APPLICATION FOR MEETING ROOM USE:

1. Application for the use of a library meeting room must be made at least one (1) week in advance, in writing, by an adult 18 years of age or older representing the group, at the library administrative office of the facility (Ovitt or Lewis) that houses the meeting room to be used.
2. The person who signs the application assumes the responsibility for the conduct of the group and for any damage to the library property and must be present at the meeting.
3. The room may be used no more than once per month by a group, and reservations will not be accepted for dates more than three months from the date an application is submitted.
5. Permission to use the room is granted in writing and is not confirmed until the application form is signed by the Library Director or Assistant Library Director.
6. Appeal of a denial of room use may be made to the Ontario City Library Board of Trustees. Notice of appeal must be filed at the library administrative offices no later than 3 p.m. on the Friday before a Board meeting. Appeals later than the deadline will be delayed one month, before they can be heard by the library board. The library board meets on the second Tuesday of each month at 6 p.m. in the Ovitt Family Community Library meeting room.
7. If the applicant finds they will not use the room as booked, cancellation of the room reservation by the applicant must be made as soon as possible. Refund of fees will not be made unless the room booking is cancelled at least one day before the scheduled use. Refunds will be issued two weeks after the refund request is made and approved. Failure to cancel at least one (1) day before scheduled use may be grounds for denying future meeting space use.

#### REASONS FOR DENYING REQUESTS:

The Ontario City Library may deny any applicant the use of the meeting room for any of the following reasons:

1. Not available due to another reservation.
2. Applicant does not meet the conditions outlined in this document.

3. When a hazardous condition threatens the participants, attendees, spectators, staff, facility, equipment, or building.
4. Failure to follow the Meeting Room Rules and Regulations and/or Library Code of Conduct.
5. Failure to cooperate with library staff.
6. Previous incidents where use of the room resulted in damage.
7. If the activity is not compatible with accepted legal and moral standards.

**DAMAGE:**

The applicant will pay costs in the event of loss, damage, or injury.

**FEES**

Resident: \$60 per hour  
Non-Resident: \$90 per hour

**FEE WAIVER:**

Only the City Manager's Office can waive fees. Contact the Library to initiate a fee waiver request.

Approved by the Library Board of Trustees  
January 14, 2020