

Berkeley Public Library
Electronic Classroom Use and Reservation Policy

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I. Policy Statement

The Berkeley Public Library provides an Electronic Classroom for the instructional and research needs of the Library, users of the Library and the local community. It is the policy of the Berkeley Public Library to allow the use of the Electronic Classroom by Berkeley based groups, organizations and businesses when the facility is not needed for activities sponsored in whole or in part by the Library. No group will be permitted use of the Electronic Classroom if that usage would be disruptive of the programs and activities of the Library. Permission to use the Electronic Classroom does not imply Library endorsement of the goals, policies or activities of any group or organization. The Library reserves the right to revoke permission previously granted if it deems it appropriate.

II. Eligibility

1. Permission to use the Library's Electronic Classroom may be granted to Berkeley-based civic, cultural, or educational organizations, businesses, or to other governmental agencies, City of Berkeley departments, or commissions.
2. To qualify as a Berkeley based group, organization or business, the group leader or person applying for use of the classroom must submit proof of address, such as a certified copy of the articles of incorporation, or a copy of a utility bill or letter addressed to the individual, group or business.
3. Applicants from unincorporated groups may alternately submit a driver's license or state-issued identification card for inspection at the time of application.
4. Organizations not located in Berkeley must submit proof of regular operation within Berkeley such as sample brochures, newsletters, or web site printouts.
5. The Library grants priority for use of its Electronic Classroom in the following order:
 - A. The Library and groups and organizations affiliated with the Library
 - B. City of Berkeley departments
 - C. Berkeley based non-profit groups
 - D. Other Berkeley based groups, clubs and organizations
 - E. Berkeley based businesses
 - F. County, state or federal governmental agencies
6. Any group, organization or business applying for the room must certify on the application that their group or organization does not discriminate in membership, or in service provision, on the basis of race, creed, color, religion, political affiliation, gender, sexual orientation, national origin, or disability, or in employment on any basis prohibited by California law.

7. Any group, organization or business applying for use of the Electronic Classroom will be responsible for the replacement of any damaged equipment, furnishings or facility that results from its use or occupancy of the Electronic Classroom. Replacement costs will include staff time as well as equipment or furnishing costs. The primary contact, authorized contact, and instructor will be held accountable, as stated on the application.

III. Rules and Restrictions

1. Library Personnel in charge of the Electronic Classroom have authority over use of the room. Applications for use should be addressed to Library Administration. This policy does not guarantee any applicant the right to use the facility at the time requested. The Library reserves the right of the Director of Library Services or her designee to overrule any grant, denial or modification of permission to use the Electronic Classroom, in order to further the operations and purposes of the Library.
2. The Electronic Classroom shall be available only during the regular business hours of the Library.
3. No food or drink is allowed in the Electronic Classroom.
4. The "instructor" or person in charge during any classes given in the Electronic Classroom must schedule a one-hour orientation on the classroom with the Library before giving any classes.
5. The Library reserves the right to attend any class held in the Electronic Classroom.
6. The Library can impose reasonable conditions for the use of its Electronic Classroom to ensure that public or private property is not damaged through use of its facilities, and to ensure that the safety, welfare and comfort of the public is not disturbed. The use of the classroom must not disturb the normal activities of the Library. Illegal activities shall not be permitted in the classroom or on Library premises, and any such activity will result in immediate eviction and denial of future use of the Library's classroom to groups or individuals violating this policy.
7. Groups, organizations and businesses that use the Library's Electronic Classroom shall adhere to regulations regarding the number of persons allowed to occupy a room at any given time. The number shall not exceed the limit prescribed and posted in that facility. The room shall be left in the same condition in which it was found, including the placement of chairs, tables and equipment. Groups shall be held responsible for any damage to the room, equipment and/or furnishings. Failure to adhere to these conditions may result in loss of future privileges in the use of any Library facility.

8. No peripheral equipment (e.g., keyboards, speakers, etc.) may be added to or removed from any of the computers without the written permission of the Library.
9. No software may be installed on Electronic Classroom computers by non-Library personnel. At the discretion of the Library, legally licensed software owned by the applicant may be installed by Library personnel for a fee, prior to the scheduled classroom use date. If requesting a custom software installation, groups for the room must apply and submit this information 30 days prior to the event in order for the Library to review and respond to the request. Proof of valid software license is required.
10. No fees may be charged to participants of events conducted in the Electronic classroom with the exception of training programs conducted by designated California State Library professional training groups that charge participant fees to libraries in California on a cost-recovery basis.

IV. FEES

1. Booking and orientation fee.
 - A. Applicants will be charged a one-time fee of \$75, which includes a one-hour orientation on the room. This fee is payable by check or money order and is due at the time of the room orientation session. Once the orientation has been conducted, the fee is non-refundable.
2. Room Use
 - A. Applicants will be charged a \$60-per-hour fee for each hour of room usage, which includes on-call technical support during room usage. This fee is payable by check, cash or money order and is due three business days prior of the scheduled event. If the fee is not received three business days prior to the event, the Library may cancel the event.
3. Custom software installation and removal.
 - A. If the applicant has legally licensed software that they wish to have installed on computers for the class, a \$75-per-hour installation fee will be charged. The applicant must provide a copy of the software license. This fee is due after approval of the application and request for custom software installation, and no later than 5 working days in advance of the scheduled event. This fee is non-refundable.

V. Application for use of Electronic Classroom

1. For first-time applicants, written application must be made to the Library at least 20 working days in advance of use. If there is a question about a group or organization's eligibility to use the Electronic Classroom, the Library may ask to examine the applicant's by-laws, IRS 501(c) determination letter or other documents that establish the applicant's qualifications as a Berkeley based entity.
2. Cancellation of reservations must be made at least 5 working days in advance.

3. Groups, organizations and businesses that have previously been approved for Electronic Classroom use must reserve the Electronic Classroom at least seven days in advance of use for future events.
4. All applications are public documents and shall be available for inspection upon request at the Library.
5. Permission to groups, organizations and businesses using the Electronic Classroom may be granted for multiple classes for a period not to exceed three consecutive months. Renewal applications may be submitted, but prior use of the Electronic Classroom does not entitle applicants to future use. This restriction does not apply to Library functions.
6. The Library reserves the right to revoke or modify permission to use the Electronic Classroom, or to modify conditions imposed on the use of the classroom, in order to adapt to the operational needs of the Library or the priority needs of Library uses cited under Section II of this policy. Applications may be denied on the basis of availability of space, frequency of use, or requests for space by other groups and organizations.
7. Denial, grant, or modification of an application for use of the Electronic Classroom may be appealed in writing by the applicant or by any person adversely affected by the decision to the Director of Library Services, whose decision shall be final.
8. The Director of Library Services may authorize additional rules that are consistent with this policy and assist in its implementation.