

**BERKELEY PUBLIC LIBRARY  
POLICIES**

**SUBJECT: Rules And Regulations For Use Of Library  
Grounds, Buildings, And Equipment For  
Meetings And Other Events**

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**I. POLICY**

The Berkeley Public Library provides community meeting rooms for the instructional, recreational, and research needs of the Library and the Berkeley community. The American Library Association's Library Bill of Rights states, "Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use." This policy is intended to support that principle.

Groups and organizations may use meeting rooms when they are not needed for activities sponsored by the Library. Use of Library facilities by groups and organizations not affiliated with the Library or its official support organizations is restricted to the community meeting rooms and the Central Library Electronic Classroom. A group is defined as six or more people. No group may use the meeting rooms in a way that would be disruptive of Library operations. Permission to use the meeting rooms 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 deemed operationally necessary.

Rules for use of the Central Library Electronic Classroom are contained within the Electronic Classroom Use and Reservation Policy.

Information regarding the policy for use of meeting rooms will be available to the public and posted on the Library's public web site.

**II. ELIGIBILITY**

Permission to use the Library's meeting rooms may be granted to Berkeley-based civic, cultural, educational organizations or businesses, or to locally-operating government agencies, departments or commissions. The Director of Library Services may approve the use of meeting rooms for organizations or groups directly serving libraries, librarians and the interest of the library community but not based locally.

1. 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 photocopy of a utility bill or letter addressed to the individual, group or business, or submit for inspection a driver's license or state issued identification card at the time of application. Organizations not located in Berkeley must submit proof of regular operation or programs within Berkeley such as sample brochures, newsletters, or web site printouts. Informally organized groups of Berkeley residents may apply for meeting room use, as long as all other eligibility rules and conditions for use are followed.
2. Any group or organization applying for the rooms must guarantee via signature or online agreement that their 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 a basis prohibited by California law.

**III. ISSUANCE OF PERMITS**

3. Applications for use of the meeting rooms will be made available on the Library's website and at the Library, and will be approved by the Library Director or an authorized representative according to the following priorities:
  - a. Library sponsored or related meetings, programs, etc.,
  - b. Government agency sponsored programs serving the Berkeley community,
  - c. Non-profit public and/or social service organizations offering a free, open-to-the-public event (e.g. job fair, training event, educational series) and located in or operating on a regular basis in the City of Berkeley.
  - d. Berkeley-based for-profit entities offering a free, open-to-the-public event (e.g. job fair, training event, educational series).
4. The Director of Library Services or an authorized representative, e.g. the Deputy Director, Library Manager, or Branch Librarian, has authority to issue permits for the use of Library buildings, or grounds.
5. An authorized representative of the organization should submit the request at least two weeks in advance on an official application form. This policy does not guarantee the applicant the facility or the time requested. Official request forms for meeting room use may be submitted online.
6. Permits may be issued for up to three consecutive months from the date a reservation is requested. Renewal applications can be submitted at the end of the three-month period, but prior use of meeting rooms does not entitle applicants to future use. Groups should not expect to reserve in advance the same time period each month for extended periods. Meeting room use is limited to once a week. These restrictions do not apply to Library functions.

**IV. CONDITIONS OF USE**

7. Meeting rooms are intended for the instructional, recreational, and research needs of the Library and the Berkeley community. They are not intended to be used for de facto private events such as social events, parties, memorial services, support groups, recruitments, or fundraisers, etc.; or by groups for which membership of some sort is expected.
8. Permits are issued for specific hours and dates. When the authorized function is over, program organizers are responsible for vacating the facilities. Rooms will not be opened before the appointed time. Groups should schedule the reservation to include time for set-up and clean-up.
9. Except for events sponsored by the Library, its official support organizations, another City of Berkeley department with City staff present, or (for the purpose of hosting an official polling place) the Alameda County Registrar of Voters, the meeting rooms may only be used during the Library's open hours. Except for events sponsored by the Library and its official support organizations, the Central Library meeting room may only be used during the Library's open hours. Thirty minutes before closing the meeting room should be cleared, with all furniture replaced as required.
10. Due to fire codes, the room capacity may not be exceeded.
11. Permits for use of Library facilities for meetings shall be granted only on condition that meetings are open to the public unless they are for Library training or other operational departmental purposes. The Library reserves the right of library staff to monitor any meetings held in its

facilities (except lawful executive sessions of governmental bodies). A list of all meetings booked may be posted in a public area in the Library and on the Library's web site.

12. The following are not allowed in Library meeting rooms:

- a. **Fees:** No group using the community meeting rooms may charge a fee or ask for donations. The facilities will not be available for fund-raising events, except when the event or program is sponsored by the Friends of the Library or the Library Foundation, and approved in advance by the Director of Library Services. The Director of Library Services may approve the use of meeting rooms when an accredited public educational institution or professional organizations and library service affiliated groups must charge tuition for specific Library-related training courses or other associated costs directly related to the program.
  - b. **Sales:** No items or services may be sold or advertised, except for during Library sponsored programs in which titles by a featured speaker/performer may be offered for sale by the speaker/performer or by the Friends of the Berkeley Public Library, the Berkeley Public Library Foundation or a vendor acting on behalf of either of those organizations). The speaker/performer must notify the Library when planning to offer titles for sale. In all cases, the speaker/performer or his/her representative collects payment, not library staff. Library support organizations, with the Director of Library Services approval may collect fees from the sale of books and other items in the library during scheduled events, including the sale of books in the meeting room.
  - c. **Campaign activity:** Per California law, City resources may not be used for campaign-related purposes, *including supporting or opposing the election of a candidate or passage or defeat of a ballot initiative or measure*. Therefore, persons, groups, businesses, and organizations are prohibited from using Library's meeting rooms for any campaign-related event or activity.
  - d. **Smoking:** Smoking or burning of items (incense, candles, etc.) is prohibited. In compliance with Section 13119 of the Health and Safety Code all decorations must be flame proofed.
  - e. **Using tape, tacks, nails, or other fasteners to attach anything to the meeting room walls or furniture.**
13. Each group using Library property is responsible for the condition of the room and must remove, after use of the facility, any equipment, materials, utensils, excess refuse, and other items belonging to the organization. Damage to Library property will be paid for by the organization booking the room.
14. Groups are responsible for setting up the meeting room for their own use and must leave the room in the same condition in which it was found, including the placement of chairs and tables.
15. Groups and organizations shall arrange for and provide their own special equipment and supply needs, including but not limited to laptop computers, cables, power cords, slide projectors, and any carts needed to transport such material. Please refer to the instructional pamphlet Berkeley Public Library Community Meeting Room Guide for guidelines and limitations on use of equipment in Library Community Meeting Rooms.
16. All publicity or flyers for the event that includes the name and/or address of the Library must clearly indicate that the event is not sponsored by the Berkeley Public Library.

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- 17. The individual responsible for the meeting room reservation must notify the Library of meeting cancellations no less than 7 days prior to the scheduled reservation. Event scheduling changes require completion of a new application. No-shows or a failure to provide sufficient notice may result in loss of meeting room privileges.

**V. REVOCATION OF PERMITS**

- 18. Permits may be revoked by the Library whenever the use of Library facilities and equipment interferes with regular Library use, whenever regulations have been violated, and/or whenever a reallocation of authorized hours is necessary to provide equitable access by all applicants for space. A group that has been determined to have violated the conditions of use or who has in any way disrupted Library operations in the course of using a meeting room may be suspended from being permitted to use the Library's meeting rooms for up to twelve months' time. The group will be sent a letter that will specify reason for and length of the suspension period. A group may appeal such suspension by sending an appeal letter to the Library Director within two weeks of receipt of the suspension letter. The Library will respond in writing within two weeks. Prior to hearing the appeal, the suspension will remain valid.

**VI. REVIEW**

- 19. This policy regarding the use of Library grounds, buildings, and equipment for meetings and other events will be reviewed at least every three years by the Board of Library Trustees.

<b>Reviewed by:</b>	<u>D. Elena A. Warr</u>	<u>7/15/19</u>
	Director of Library Services	Date
<b>Approved by:</b>	<u>Diane Lee Dwyer</u>	
	Chair, Board of Library Trustees	Date