

**HAYWARD PUBLIC LIBRARY**  
**Main Library & Weekes Branch Library**

ATTACHMENT I  
CURRENT POLICY  
11/13/2017

Meeting Room Policy

It is the policy of the Hayward Public Library to allow organizations and groups use of the Library meeting rooms at the Main and Weekes Branch libraries when the facilities are not needed for activities that are implemented or sponsored in whole or in part by the Library, and when such use is not disruptive of the programs and activities of the Library. Such permission is revocable. Permission to use Library meeting rooms does not imply Library endorsement of the aims, policies, or activities of any group or organization.

The mission of the Library and Community Services Department is to preserve and enhance the quality of life for the Hayward community through neighborhood-oriented services, community-based problem solving, and information and resources that are relevant, accessible and responsive to the community. The Library believes that the provision of a safe and quiet environment is necessary to fulfill this purpose. Furthermore, the Library serves as an important educational facility for children and youth, and its rules must be applied in a manner that takes particular account of their safety and welfare, as well as the needs of other customers. Public use of a Library meeting room is not a primary purpose of the Library, and should not be allowed to interfere with Library services.

***Eligibility and Allocations for Use of Library Meeting Rooms***

1. Permission to use a Library meeting room may be granted to another City department, agency, or commission, and to public, private, and non-profit civic, cultural, intellectual, charitable, and educational groups and organizations. Any other group that is eligible shall be given last priority for its use.
2. In scheduling the use of its meeting rooms, the Library may grant priority first to Library related activities and organizations; second, to neighborhood and community groups; third, to children and young adult groups; and fourth, to non-profit groups and organizations.

***Restrictions on Use of Meeting Rooms***

3. The Meeting Room at the Main Library, 835 C Street, is available during the hours of 1:00 PM to 3:00 PM, on Fridays.
4. The John and Alice Pappas Legacy Room located at the Weekes Branch Library, 27300 Patrick Avenue, is available during Library hours.
5. All meetings of organizations held in Library meeting rooms shall be open to the public (excepting lawful executive sessions of governmental bodies) and recorded in the Meeting Room Schedule Calendar. The Meeting Room Schedule Calendar for the Main Library, located in the Administrative Office of the Library, and the John and Alice Pappas Legacy Room Schedule Calendar, located in the office of the librarian at the Weekes Branch Library, shall be a public record and available to public inspection.

## **HAYWARD PUBLIC LIBRARY**

### **Main Library & Weekes Branch Library**

Meeting Room Policy / Page 2 of 3

6. The Library reserves the right to have one of its staff members attend any meeting held in its facilities (excepting lawful executive sessions of governmental bodies) to ensure no unlawful activities are occurring on Library premises.
7. The Library may impose reasonable conditions for the use of a meeting room to ensure that public or private property is not damaged through use of the facility, and to ensure that the comfort, convenience, safety, or welfare of the public is not disturbed. Unlawful activity shall not be permitted in the meeting room or on Library premises and such activity shall be a basis to deny future use of a Library meeting room by groups or individuals violating this policy.
8. Maximum occupancy of the Main Library meeting room is 100. If the room is divided by partition, maximum occupancy is 50 per room. Maximum occupancy of the John and Alice Pappas Legacy Room at the Weekes Branch Library is 107. If the room is divided by the partition, maximum occupancy for the northern portion of the room is 35; maximum occupancy for the southern portion of the room is 72.
9. Any apparatus, furniture or equipment moved into a meeting room must be approved by the Office of the Director of Library and Community Services, and must be removed promptly at the end of the meeting. The Library accepts no liability whatsoever for any property left on its premises.
10. Groups may serve light refreshments such as coffee, tea, and/or pastries. Responsibility rests with the group to provide all necessary equipment and clean up. Other food is not permitted. The use of alcohol is prohibited.
11. Those using a meeting room shall be responsible for setting up and restoring the area after each use. Tables, chairs, and a chalkboard are available for use. Applicant and group shall be responsible for any damage to equipment or property.
12. Smoking is not permitted in the Library or its meeting rooms, nor is it allowed on any City property, including the City-owned grounds surrounding the Library.
13. No outside group or organization using a Library meeting room shall charge an admission fee or engage in commercial activities for profit making purposes. Groups and organizations formed to support the programs and activities of the Library may use Library facilities for fundraising activities which further that support.
14. Applications for use of the Library meeting rooms will be accepted during the hours that the Library is open. Applications will be accepted from persons 18 years of age or older. Each application must specify the address of the applicant, the day and hours of the proposed use and the manner in which the room would be used. Permission to use the meeting room shall be obtained by filing the application prior to the scheduled meeting date. Applications shall be submitted to the Office of the Director of Library and Community Services and/or the Weekes Branch Library. All applications shall be public records and shall be available for inspection.

**HAYWARD PUBLIC LIBRARY**

**Main Library & Weekes Branch Library**

Meeting Room Policy / Page 3 of 3

15. The Library reserves the right to deny any application, place reasonable conditions on meeting room use, or revoke any permission previously granted, if necessary to avoid interference with Library service or the needs of Library users afforded a higher priority under Section 2 of this policy. The Library further reserves the right to deny applications for use based on the availability of space, frequency of use, or requests for space by other groups and organizations.
  
16. ***The Main Library meeting room may be booked through the Administrative Office of the Library. The John and Alice Pappas Legacy Room at the Weekes Branch Library may be booked through the Weekes Branch Library during library hours.*** Requests for use of the rooms may be made no later than one month in advance of the date to be booked, and no sooner than two months in advance. Use is limited to once per month.
  
17. A request for reconsideration of denial of an application, or a modification of permission already granted, may be submitted by any person adversely affected, to the Office of the Director of Library and Community Services. The Director may overrule any decision, denying or modifying permission to use a Library meeting room. The Director shall render a decision in writing. A request for reconsideration of any decision of Library administration involving the use of the Library meeting room may be submitted by any person adversely affected to the Library Commission. All requests for reconsideration shall be set forth in writing the basis of the request and shall include a copy of the application. The Library Commission will consider the request and make a recommendation to the City Manager for a final decision.

Rev. 9/92

Rev. 3/95

Rev. 12/01

Rev. 10/06

Rev. 5/09

Rev. 6/10