

Date: October 16, 2017  
 To: Library Commission  
 From: Sean Reinhart, Director of Library and Community Services  
 Subject: **Meeting Room Policy Discussion**

In preparation for the 21<sup>st</sup> Century Library opening in 2018, the Library Commission is conducting reviews of Library policies with the intention of updating or revising policies as needed for the new facility. As part of this process, the Library Commission has undertaken a review of the Library Meeting Room Policy. In multiple meetings during 2016 and 2017, the Library Commission has reviewed the meeting room policies and fee schedules of other nearby libraries. At the October 16, 2017 meeting, the Library Commission will provide staff direction and recommendations for changes to the Meeting Room Policy, with the goal of finalizing recommendations for Policy changes for adoption at the November Commission meeting. For discussion purposes, a summary comparison of library meeting room policies and fees is provided in the following pages.

#### COMPARISON OF LIBRARY MEETING ROOM POLICIES

	Hayward Current policy	Castro Valley Library	Fremont Main Library	Livermore Library	Oakland Main Library	San Leandro Library	San Lorenzo Library
<i>Fee Rates</i>	Free	Free	Free	See Fee Schedule	See Fee Schedule	See Fee Schedule	Free
<i>Who Keeps Fees</i>	General Fund	N/A	N/A	General Fund	General Fund	General Fund	N/A
<i>Room Capacity</i>	150	150	200	86	121	Varies	100
<i>Who can reserve?</i>	Non Profits/Governme nt Agencies	Non Profits/Governme nt Agencies	Non Profits/Governm ent Agencies	Various Groups	Various Groups	Various Groups	Non Profits
<i>Reservation Frequency</i>	Once a Month	Once a Month	Once a Month	Once a Month	Once a Month	2x a Month	Once a Month
<i>Hours Available</i>	Limited open hours	Open Hours & Limited After Hours	Open Hours	Open Hours & Limited After Hours	Open Hours	Open Hours & After	Open Hours & Limited After Hours
<i>Amenities</i>	Projector, Screen	Projector, Screen, TV	Screen/Podium	A/V Equipment See Fee Schedule	Screen/Podium	A/V –See Fee Chart	Projector/Scr een, TV
<i>Provides Room Setup</i>	Some	No	No	No	No	No	No
<i>Food Allowed</i>	Light Snacks	Light Snacks	Light Snacks	Yes	Yes	Only in large Community Rooms	Light Snacks

## COMPARISON OF LIBRARY MEETING ROOM FEE SCHEDULES

### Livermore Public Library Meeting Room Fee Schedule

**Livermore Fee Exempt Groups:** Livermore Public Library, City of Livermore, LARPD, Livermore School District, Las Positas College.

**Livermore non-profit organizations** with 50% resident membership:

- \$20/hour \*
- \$100 per day\*\* for less than 100 users
- \$150 per day for more than 100 users

**Non-resident non-profit groups** serving Livermore residents:

- \$25/hour
- \$125 per day for less than 100 users
- \$175 per day for more than 100 users

### **Commercial Groups**

- \$30/hour
- \$150 per day for less than 100 users
- \$200 per day for more than 100 users

\*Any portion of an hour is considered an hour

\*\*A day is more than five hours

Meetings which begin during operating hours may continue after the Library is closed. Other hours available through special arrangement. There may be additional charges for equipment use, damage deposits, and library staff attendants if needed.

**Equipment Usage Fees:** Digital Projector \$25, Conference Phone \$25, Flip charts/dry erase \$15, Microphones \$10.

**Civic Center Small Conference Room and Quiet Study Rooms** are free and can be reserved up to seven days in advance for up to two hours per party. Contact the Information Services desk at 925-373-5505 to reserve one of these rooms.

### City of San Leandro Meeting Room Fee Schedule

#### RENTAL FEES

Rental fees are determined by group eligibility and facility used. Operational costs, liability insurance, and security fees may also be applicable. Minimum rental is two hours. Hourly rates are not prorated for parts of an hour. **Resident rates will be charged to non-profit groups during peak weekend hours.**

\*\*Decided to charge to be consistent with Recreation Parks system.

#### **I. USER GROUPS**

Users are classified into the following groups for the purpose of determining the applicable fees and charges.

Group Eligibility A: Programs administered by or for the City of San Leandro

Group Eligibility B: San Leandro non-profit organizations with ten or more members of whom at least 50% are San Leandro residents. (Non-profit fundraising events will be charged for actual operating costs, including staffing, utilities and security.)

Group Eligibility C: Non-San Leandro non-profit organizations which serve San Leandro residents. (Use of high-demand facilities will be limited to twice per year. Fundraising events will be charged for actual operating costs, including staffing, utilities and security.)

Group Eligibility D: San Leandro resident individuals or groups using the facility for private purposes.  
 Group Eligibility E: Non-Resident individuals using the facility for private purposes.  
 Group Eligibility F: San Leandro businesses with company facility located within the San Leandro City limits.  
 Group Eligibility G: Non-San Leandro businesses, commercial groups, non-profit organizations, and all other non-resident groups

FACILITY	GROUP ELIGIBILITY						
	A	B	C	D	E	F	G
Trustees Room	N/A	N/A	N/A	\$50	\$75	\$75	\$85
Mary Brown Room							
Conference B or C							
Manor Program Room							
Lecture Hall,	N/A	N/A	N/A	\$100	\$120	\$120	\$140
Estudillo Room, or							
Karp Senior Meeting Facility							
Kitchen (flat rate)	N/A	N/A	N/A	\$75	\$85	\$95	\$110
Karp/Estudillo Combination	N/A	N/A	N/A	\$150	\$200	\$200	\$250

OTHER FEES:	(Fees are the same for all categories)
- Attendant on Duty	\$25/hr.
-Opening/Closing Fee (when needed)	\$25
-Liability Insurance	Fees determined for each use.
-San Leandro Police Dept. Security	Fee determined by current overtime rates for police
-Private Vendor Security	Fee determined by current hourly rates, nature of event,
-Utilities	Fee determined by average current hourly costs
-Meeting Room Damage Deposit	\$50 - \$250, depending upon room size
<b>EQUIPMENT RENTAL:</b>	
-Power Point Projector and Screen	\$50
-Conference phone	\$25
-DVD/VCR Player	\$25
-Overhead Projector and Screen	\$25
-Slide Projector and Screen	\$25
-17" TV/VCR Combo	\$25
-Extension cord	\$10
-Flip chart with paper and pens	\$25
-Flip chart w/o paper and pens	N/C
-Dry erase board with pens	\$5
- 50 to 100 cup Coffee Pot	\$10
-Wooden easel	N/C
-Piano	\$50

#### Cancellation Policy (Rooms)

- Full refund of deposit and fees if cancel more than 90 prior to event
- If cancel between 90 days and 30 days prior to event, forfeit full damage deposit
- If cancel between 30 days and 10 days prior to event, forfeit full damage deposit and one half of all fees collected
- If cancel less than 10 days prior to event, forfeit all deposits and fees collected

## **Oakland Public Library Meeting Room Fee Schedule**

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Meeting room fees vary according to the organization booking the room. Meeting room refunds are not available.

### **Group 1: Exempt from fees**

- A nonprofit under IRS Code 501(c)(3) and open membership group that is co-sponsored by the Library Department.
- Any City of Oakland Department or governmental agency directly serving residents of Oakland, i.e., Alameda County, California, or US government agencies.
- A non-profit community group from the immediate neighborhood of the facility, whose purpose is the betterment of the community, such as Concerned Citizens of Brookfield Village or a Neighborhood Crime Prevention Council.
- An Oakland Unified School District school-affiliated parent or youth group such as the PTA.

### **Group 2: \$15.00 per hour**

- An organized club or special interest group that has been granted IRS Code 501(c)(3, 4 or 6) non-profit status with open membership, such as the League of Women Voters, private schools or colleges. The group must have a formal organization with officers.

### **Group 3: \$30.00 per hour**

- Other public or private civic, cultural, educational, charitable or political groups not previously mentioned.

**\*\*Meeting rooms vary in capacity size depending on library. Sizes are from 25 to 216.**

Date: November 13, 2017  
 To: Library Commission  
 From: Sean Reinhart, Director of Library and Community Services  
 Subject: **Meeting Room Policies and Fees**

In preparation for the 21<sup>st</sup> Century Library opening in 2018, the Library Commission is conducting reviews of Library policies with the intention of updating or revising policies as needed for the new facility. As part of this process, the Library Commission has undertaken a review of the Library Meeting Room Policy. In multiple meetings during 2016 and 2017, the Library Commission has reviewed the meeting room policies and provided staff direction and recommendations for changes. A summary of the proposed new library meeting room policies and fees is provided in Table 1, followed by a detailed narrative describing the proposed new policy. The new policies are proposed to take effect when the new library facility opens.

*TABLE 1. Summary Comparison of Current and Proposed Meeting Room Policies*

	Current policy – Main Library	Proposed policy – 21 <sup>st</sup> Century Library
<b>Fee Rates</b>	Free	See Fee Schedule
<b>Who Keeps Fees</b>	General Fund	General Fund
<b>Room Capacity</b>	100	Large room (whole) – 220 Large room (subdivided ½) - 100 Medium room – 40 Conference room – 10
<b>Who can reserve?</b>	Non Profits/Government Agencies	Various groups – see Fee Schedule
<b>Hours Available</b>	Limited open hours	Library open hours, some after hours available
<b>Amenities</b>	Projector/screen	Presentation AV, amplified audio, warming kitchen
<b>Provides Room Setup</b>	Some	No
<b>Food Allowed</b>	Light Snacks	Yes

#### **Proposed Fee Schedules**

Meeting room fees vary according to the organization booking the room. Operational costs, liability insurance, and security fees may also be applicable. Minimum rental is two hours. Hourly rates are not prorated for parts of an hour. Fees are due and payable in full at the time of schedule confirmation. Meeting room refunds are not available.

#### **I. User Groups**

Users are classified into the following groups for determining scheduling priority and the applicable fees and charges.

- A. City of Hayward departments or governmental agencies directly serving residents of Hayward, i.e., HUSD, HARD, County of Alameda, etc.
- B. Nonprofits under IRS Code 501(c)(3) and open membership group that are co-sponsored by the Library Department.
- C. Nonprofit groups under IRS Code 501(c)(3) based in and directly serving residents of Hayward, whose purpose is the betterment of the community.
- D. Other organized clubs or special interest group that have been granted IRS Code 501(c)(3, 4 or 6) nonprofit status with open membership, formal organization, and officers.
- E. Other public or private civic, cultural, educational, or charitable groups not previously mentioned above.
- F. Hayward businesses with company facilities located within the Hayward City limits.
- G. All other businesses, commercial groups, private functions and other groups not previously mentioned above

TABLE 2. PROPOSED RATES

ROOM USE FEES	RATES BY USER GROUP - all rates hourly						
FACILITY	A	B	C	D	E	F	G
Large Room (whole)	-	-	\$35	\$50	\$75	\$100	\$150
Large Room (subdivided ½)	-	-	\$20	\$35	\$50	\$75	\$100
Medium Room	-	-	\$20	\$35	\$50	\$75	\$100
Conference Room	-	-	\$10	\$20	\$30	\$50	\$75
Warming Kitchen (*flat rate)	-	-	-	\$50*	\$50*	\$100*	\$150*

OTHER FEES	RATES - all user groups
Attendant on Duty (when needed)	\$75/hr.
Opening/Closing Fee (when needed)	\$50
Liability Insurance	Fees determined for each use.
Hayward Police Dept. Security	Fee determined by current overtime rates for police personnel
Private Vendor Security	Fee determined by current hourly rates, nature of event, # of participants
Utilities	Fee determined by average current hourly costs
Meeting Room Damage Deposit	\$50 - \$1,000 depending upon room and group size

**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**

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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**

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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