



## Community Room Policy

In keeping with our mission to be an open forum promoting knowledge, ideas, and cultural enrichment, Santa Clara County Library District (SCCLD) makes rooms available to external organizations engaged in educational, cultural, intellectual, civic, or charitable activities. The Library District may establish additional policies that apply to its own use of the community rooms.

- All meetings must be free to attendees and open to the general public. Admissions fees are not permitted. No donations, raffles, collections, fees, or sales of any kind may occur except as specified within this policy. Voluntary contributions for organizational dues may be collected.
- Commercial uses of these meeting rooms are prohibited, including use by organizations that are making sales or solicitations, or whose primary purpose for holding a meeting is to sell or solicit names for future sales. The Library may ask an organization for verification that it is non-commercial in nature.
- Permission to use the community room does not constitute endorsement by the Library of an organization or the content of its meeting. The Library may co-sponsor events of general interest to the community that support the Library's mission and goals.
- Private uses of these facilities such as birthday parties, private tutoring, play groups, and business meetings are prohibited.
- The name of the organization and the name and phone number of the person making the room reservation may be posted or given to anyone who inquires. Groups may not use the library's logo, website, or phone number in their publicity, nor may they indicate in publicity that the Library is a partner or sponsor unless approved by the Community Librarian or his or her designee.
- Eligible organizations (in priority order) include:
  - A. Santa Clara County Library District
  - B. Organizations whose program's are co-sponsored by SCCLD
  - C. SCCLD-related groups such as Library Commissions, Friends of the Library, or library foundations or endowments
  - D. City or Santa Clara County sponsored meetings
  - E. Civic, school and nonprofit groups presenting programs of public interest
- At events sponsored by the library such as author talks and musical performances, pertinent items such as books and musical recordings may be sold. Friends of the Library and other library support groups may also conduct fundraisers including book sales in the rooms.
- Library sponsored events take precedence over those sponsored by other organizations. In rare circumstances, the Library may exercise the right to change a reservation to accommodate library activities.
- A nonrefundable fee for making a reservation is payable at the time the room is booked. This fee cannot be transferred to another date or applied to another organization. Fees will not be collected for events co-sponsored by the Library, nor for events organized by the County of Santa Clara or any of the JPA member cities

- Users must agree to indemnify, defend and hold the Santa Clara County Library District harmless for claims or loss arising out of facility usage.
- The person who makes the meeting room reservation is responsible for ensuring that use of the room is in accordance with library policies, including the Behavior Standards policy. Failure to comply with library policies may result in loss of permission to use the room and cancellation of future reservations. Room users shall reimburse the Library for any loss or damage to facilities or equipment.
- The Library will not be responsible for arranging furniture for community room users unless events are co-sponsored by the Library. Community room users are responsible for returning furniture to its original location within the room unless other arrangements are made with Library staff.
- Smoking and alcoholic beverages are not permitted anywhere in the library.
- Food cannot be served in a community room except at library-sponsored events where library staff are present to ensure food safety based on county environmental health standards.
- The library welcomes service animals, as defined by federal and state law. Anyone who interferes with, harasses or obstructs a service animal is in violation of the Behavior Policy, and can be asked to cease their behavior or to leave the library. Leashed therapy and emotional support animals may be allowed at the discretion of the in-charge librarian. In the event that the library has been designated a cooling center, pets may be allowed. If any animal's behavior falls outside the Library's Behavior Policy, the animal will not be allowed, e.g. barking or disruptive behavior.
- Each community library determines its own reservation procedures, including frequency of booking, how far in advance reservations may be made, days and times available, minimum and maximum numbers of people attending, and entrance and exit procedures.

Santa Clara County Library District Policy #13.2  
updated 7/01/2018

### **THE FOLLOWING LIBRARIES HAVE MEETING ROOMS**

- [Campbell Library](#)
- [Gilroy Library](#)
- [Los Altos Library](#)
- [Milpitas Library](#)
- [Morgan Hill Library](#)
- [Saratoga Library](#)