

Subject: USES AND REGULATIONS OF BUILDING

Effective: August 11, 1981, Revised February 27, 1989, Revised February 24, 1992, Revised January 25, 1993, Revised March 21, 1994, Revised May 16, 1994, Revised May 18, 1998, Reviewed February 26, 2001, Reviewed March 21, 2005, Reviewed May 16, 2005, Revised June 20, 2005, Revised July 18, 2005, Revised May 15, 2006, Reviewed June 19, 2006, Revised May 17, 2010, Revised March 21, 2016, Revised January 28, 2019

Policy Objective:

To establish a policy regarding the use of facilities under the control of the library

Authority:

City Council Minute Order August 11, 1981
Library Board of Trustees Minute Order February 27, 1989, Minute Order March 16, 1992, Minute Order January 25, 1993, Minute Order March 21, 1994, May 16, 1994, Minute Order May 18, 1998, Minute Order February 26, 2001 and Minute Order March 21, 2005

Assigned Responsibility:

Library Director and staff

Procedures:

See Attached Regulations

CITY OF GLENDORA
BOARD OF LIBRARY TRUSTEES

**POLICY FOR USE OF
LIBRARY MEETING/EVENT RENTAL FACILITIES**

In order to ensure the most effective use of the Library rental facilities, the following regulations have been adopted. Failure to abide by the regulations may result in suspension of meeting privileges. Activities sponsored by the Glendora Public Library (Library) or by the City of Glendora (City) are not subject to the guidelines of this policy. Guidelines may be waived by Library or City administration as deemed necessary in support of Library/City business.

Conditions of Use

- A. Use of meeting/event space is limited to approved areas only.
- B. Meetings and/or events shall not disrupt Library and/or City services.
- C. Children's groups must be supervised in accordance with current California Department of Education staffing ratios as outlined in the California Code of Regulations.
- D. A Certificate of Liability Insurance and Endorsement may be required, whereby the City of Glendora is named as Additional Insured through Endorsement for a minimum coverage of \$1,000,000.
- E. Groups reserving Bidwell Forum may also use the Library Plaza (Plaza). When using the Plaza, the following additional guidelines apply:
 - 1. Food preparation will not be allowed on the Plaza except with prior written approval by Library Administration.
 - 2. A detailed description of activities and events (i.e. purpose of meeting, time of set-up, time of start of the event, time of end of the event, time of tear-down, # of attendees, etc.) to be held on the Plaza must be submitted with the application.
 - 3. A detailed set-up plan must be submitted with the application for approval.
 - 4. Any additional equipment use (e.g. generators, portable toilets, portable wash basins, etc.) must be listed in detail (type, size, capacity, etc.) and submitted with the application.
 - 5. All equipment used on the Plaza (e.g. tables, chairs, umbrellas, etc.) must be furnished by the applicant, including locating, leasing, transporting, and return of equipment.
 - 6. All applicable event permits, (e.g. City of Glendora licenses, ABC licenses etc.) are the responsibility of the applicant. Contact the City's Finance Department at 626/852-4819 for city permits. Copies of all additional permits, licenses, etc., need to be supplied to the Library two (2) weeks before the event unless noted differently in the policy.

- F. *Needs of the Library and/or City may require the refusal of reservation requests, cancellation, or reassignment of meeting location. The Library will make every effort to locate an alternate meeting place for those whose meetings are preempted with less than 30 days' advance notice.*

Reserving Library Facilities

- A. A completed application is required of all groups for each meeting held. Reservations will be taken no more than six (6) months in advance of an event.
- B. Reservation applications are processed according to the order received.
- a. Pre-reservations may be made by contacting Library facilities staff but cannot be confirmed until the completed application is received, reviewed, and approved. Pre-reservations not followed up by the reserving party with an application form within a week will lose their place in the queue and may be cancelled.
 - b. Application forms will be clarified as needed by staff prior to approval. Until approval, the reservation is not considered final. The Library will make every effort to notify the reserving party of any questions or complications as soon as possible.
 - c. Once approved, a copy of the approved application will be returned to the applicant as confirmation of the reservation within seven (7) business days of receipt.
- C. Upon application approval, any applicable fees must be paid at least two (2) weeks in advance of meeting date or the reservation will lose its place in the queue and may be cancelled.
- D. Meetings/events held beyond normal library open hours are subject to staff availability for facility supervision.
- E. Groups may reserve daytime or evening times in blocks of not more than three meetings. Requests are limited to one meeting per month. At the end of the first meeting, an additional (third) meeting may be scheduled: i.e. groups may maintain three active reservations.
- F. Applicants wishing to cancel a meeting must notify the Library immediately. [See "Charges and Fees," below.] Cancellations made four (4) weeks in advance of event date will receive 100% of refundable fees and deposit. Cancellations made within four (4) weeks, but more than two (2) weeks of event date will be refunded 100% of refundable fees and 50% of deposit. Cancellations made within two weeks of event date will receive 100% of all refundable fees minus the deposit.
- Cancellations made due to Library or City needs are 100% refundable.
- G. The rental period begins when the meeting/event space is opened. Applicant may not enter the meeting/event space until the time designated on the application. Time for all preparations must be included in the time designated on the application. The clean-up and removal of personal belongings must be completed and the meeting/event space completely vacated by the time indicated on the application.
- H. Tables and chairs are provided; they are set up and taken down by Library staff if a completed floor plan with the equipment request list is submitted with the application. The meeting/event space will be set up

by the rental start time according to this floor plan. Tables and chairs may not block room access or emergency exits; they may not be placed in the lobby except with prior written approval by Library Administration.

- I. **Needs of the Library and/or City may require the refusal of reservation requests, cancellation, or reassignment of meeting location. The Library will make every effort to locate an alternate meeting place for those whose meetings are preempted with less than 30 days advance notice.**

Charges and Fees

Established by the most recently adopted City of Glendora Master Schedule of Fees for Service (available on the City of Glendora web site, at City Hall, or at the Library).

Alcoholic Beverages - Distribution and Consumption

- A. The distribution and consumption of alcoholic beverages is only allowed upon approval. Any unapproved distribution and/or consumption of alcoholic beverages is strictly disallowed and may result in the immediate stoppage of a meeting in progress.
- B. Distribution and sale of alcoholic beverages to minors is prohibited by law and strictly enforced.
- C. The applicant is solely responsible for the serving and consumption of alcoholic beverages. Individuals may not serve or bring alcoholic beverages for distribution or their own consumption, e.g., "Bring Your Own Bottle (BYOB)."

Alcoholic Beverages - Sale

- A. An approved ABC (Alcoholic Beverage Control) license must accompany a completed application for the sale of alcoholic beverages. All completed and approved documents must be submitted at least 2 weeks prior to the date of use.
- B. Alcoholic beverages may be sold only by a group possessing a current, valid ABC license from the Alcoholic Beverage Control Board.

Alcoholic Beverage Control Department
State of California
222 E. Huntington Dr, Suite 114
Monrovia, CA 91016

Phone: (626) 256-3241

A letter of approval from the City of Glendora is required for ABC license application.

- C. Applicant must hire or appoint a security guard/person to maintain a safe environment and enforce laws pertaining to the sale/distribution of alcohol beverages to persons under 21 years of age, during the event. Identification (i.e. name, address, phone, age, etc.) of security guard/person must be submitted with the completed reservation application at least two (2) weeks in advance of the event. The security guard/person must be at least 21 years of age, may be a member of the group/organization, and must

remain sober during the event. The security guard/person may be called in for an interview prior to the event, if deemed necessary by library management.

Miscellaneous Regulations

- A. Profane, loud, or boisterous language or other conduct likely to cause a disturbance is not permitted.
- B. Illegal activities are not permitted.
- C. All Federal, State, County, and City laws, regulations, codes, and ordinances must be obeyed, including all applicable health, safety, sanitary and fire regulations. Required permits are the responsibility of the applicant, and may not all be listed in these guidelines. Applicant shall be solely responsible for any penalties, fines and charges that may be levied by the Fire Marshall, any other administrative agency or court of law for any violation.
- D. All damage to equipment, facilities, or the building must be reported to the Library by the applicant as soon as possible. Applicant may incur charges for damages. The City is not responsible for lost or stolen articles. All items not removed at the end of the meeting/event shall be disposed of by the Library in whatever manner the Library deems is appropriate.
- E. Obscene language or materials are not permitted. Language directed to incite, produce violence, and/or criminal activity, or which is likely to incite or produce such violence or activity is not permitted.
- F. Approval for the use of Library meeting facilities does not imply Library or City endorsement of content or responsibility for representing all views; nor will the Library accept responsibility for conduct of attendees at events held in the Library meeting/event facilities.
- G. Party Decorations/Favors: All decorating is subject to the prior written approval by Library. Use of bolts, screws, staples, nails, glue, adhesive tape, candles, rice, confetti, birdseed or similar materials is strictly prohibited. The Library facilities must be restored to original condition before the conclusion of reservation time.
- H. Disruption of Library/City Services: Multiple warnings (more than 2) for noise and/or disruption of business may result in the immediate closure of the event and removal of group from premises without a refund of fees and/or deposit.
- I. Alarm Response: Applicant will be assessed an additional fee of \$100 in the event any alarm (e.g. fire, police, etc.) response is required.
- J. Live Entertainment. Live entertainment is subject to approval and must comply with all noise restrictions and other conditions imposed by the City of Glendora. Necessary city permits must be provided at least two (2) weeks prior to the event.
- K. Smoking: Smoking is not allowed on City property.
- L. Animals: No animals other than service animals shall be allowed in, around or near Library facilities.

M. Restrooms: Library public restrooms will be open and accessible during building room rentals. Applicant may be required to provide additional restrooms for Plaza use.

N. Failure to comply with this policy shall result in revocation of Library meeting room/event facilities privileges.

If a conflict exists between this policy and a City Ordinance or State Law, the City Ordinance or State Law shall prevail.

Approved and adopted this 28th day of January, 2019.
(Supersedes and completely replaces all previous versions of the Policy.)

Ayes: 4 _____

City of Glendora
Board of Library Trustees

Noes: 0 _____

Absent: 1 _____

Attest: 
Janet Stone, Library Director

By: 
Doris Blum, President