

# PROGRAM ROOM POLICY

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LP8 | REVISION 1 | REVISED 07/17/2023

## I. Purpose

- A. The Program Room is primarily intended for the Lodi Public Library's own programs, meetings, workshops and/or any program in which the Library is a cooperating entity.
- B. The Program Room can be reserved and/or rented by the public when not in use by the Library. The Library is pleased to provide space for community activities to further the library's role as a community center.
- C. The Program Room is made available to the public regardless of the beliefs or affiliations of individuals or groups requesting use of the space. Use of the Program Room does not constitute the Library's endorsement of a program's content or an individual/group.

## II. Rules of Use

- A. Events that interfere with the regular operation of the Library are prohibited.
- B. Attendance may not exceed the posted room capacity (60 people).
- C. Library staff will have access to the Program Room at all times. Exceptions may be made at the discretion of the Library Director.
- D. The Library's [Patron Responsibility Policy](#) applies to programs or meetings held in the Program Room.
  - 1. Food and drink are allowed.
  - 2. The following are not allowed: alcohol, cooking, and smoking or vaping tobacco.
- E. All events with people under 18 years of age must have an adult supervisor present.
- F. The Library is not responsible for room setup or take-down. Tables and chairs may be moved to maximize the use of space. The room must be returned to its original state at the end of the reserved time.
- G. All garbage must be placed in the trash bin.
- H. Nothing may be attached to walls, ceilings, doors or furniture in the Program Room.
- I. Organizations must provide their own equipment unless they have met with the Library Director or other library staff to receive instructions in proper use of the equipment. The Library is not responsible for equipment trouble-shooting. Organizations must provide any equipment not specifically provided through arrangement with the Library. Wireless internet access is available throughout the library.
- J. Any breakage, damage, or need for extra cleaning of the library building, property, or furnishings shall be paid for by the organization or individual reserving the facility. The amount will be subtracted from the security deposit and any remaining balance will be due within 7 days of the event.
- K. Governmental and nonprofit groups may not restrict a law-abiding person's right to attend a meeting because of origin, age, race, sex, religion, background, views, sexual orientation, disability, membership or lack of membership in an organization or group, or for any other reason.

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- L. In any public announcement, the person reserving the room may not use the Library's name in such a way that it may be inferred the Library is the host or sponsor of the scheduled meeting.
- M. Any advertising for events is the responsibility of the person reserving the room and any posting of the event at the Library must be approved by library staff.

## III. Fees for Use

- A. Local government: There will be no fee for use of the Program Room by local government.
- B. Non-profit organizations: There will be no fee for use of the Program Room by non-profit organizations with 501c3 status, with a limited use of up to three times per month. A private hourly fee will apply for more than three scheduled events per month. A single security deposit may apply to a series of scheduled events at the Library Director's discretion.
- C. Private/Social, including businesses, associations without 501c3 status, fraternal/social organizations without 501c3 status and others as identified: There will be a \$20/hour fee with a \$100 maximum, with the room rental limited to a five-hour period. A \$25 fee will be charged per 30 minutes for exceeding scheduled time. A \$100 refundable security deposit is required per event. A single security deposit may apply to a series of scheduled events at the Library Director's discretion.
- D. If space is not canceled with two full business days of notice, room fees will still be charged. In the event of inclement weather or library closure, fees will be refunded.

## IV. Reservations

- A. The Program Room's maximum capacity is 60 people.
- B. Library use of the Program Room will be given first priority. All other requests are on a first-come, first-served basis. The Library Director reserves the right to cancel a reservation by the general public with two weeks' notice whenever the Program Room is needed for library purposes or in the event of an emergency or due to weather conditions.
- C. To reserve the Program Room, inquire with the staff or Library Director. All reservations are subject to the Director's approval.
- D. Reservations for recurring events may not be scheduled more than three months in advance. All other events may not be scheduled more than one year in advance.
- E. One-hour minimum reservation is required.
- F. Reservations must be made by someone 18 years or older, who will see that all rules of use are followed.
- G. Responsibility for the room lies with the person who reserved the room. Any damage to the space will be assessed to this person.

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- H. The Library Director must be notified at least two full business days in advance if any event or reservation is canceled.
- I. Should the event require a key be issued, the key holder accepts responsibility for the building and its occupants during the scheduled event. Key use is for the scheduled time only, unless other arrangements have been made with library staff. The key may not be loaned to others. Pick up and drop off of the key must be scheduled with library staff.

## V. Hold Harmless Agreement

- A. Users of the Program Room must abide by the rules stated in this policy, indemnify the Lodi Public Library from any damage caused by the user, and hold the Lodi Public Library, the City of Lodi, and City of Lodi employees free from any liability arising from activities not sponsored by the Library.
- B. In the best interests of the Library, the Director may authorize or refuse to authorize requests that don't fall clearly within these guidelines. The decision of the Director may be appealed to the Library Board of Trustees. The request must be made in writing and submitted to the president of the Board of Trustees within 30 calendar days of the Director's decision. The decision of the Library Board is final.

## VI. Revision History

- A. Policy approved October 21, 2019 (Revision 0)
- B. Policy revised July 17, 2023 (Revision 1)