

# COUNTY OF VENTURA

## E.P. FOSTER MEETING ROOM POLICY

The meeting rooms of the Ventura City libraries, operated by the Ventura County Library, are available for the Library, San Buenaventura Friends of the Library, and City programs and activities.

Secondarily, they are available to educational, civic, cultural, religious, business and other groups and organizations for public meetings.

The Library Director shall determine suitability of use.

Such use will be subject to the following regulations:

1. There is no charge for activities sponsored by the Library, San Buenaventura Friends of the Library, or the City.
2. Meeting Rooms are available for use by other groups 7 days per week during the following times: 8:00 a.m. to 12:00 a.m.
3. Meeting Rooms are available for use by other groups in accordance with the following schedule: Elizabeth R. Topping Room: \$25.00 plus \$57.55 per hour for after hours use (2 hour minimum for after hours use). Any part of one hour will be charged at the full hourly rate. After hours use is defined as: Mon – Thursday: 7:00 p.m. to 12:00 a.m. and Fri/Sat/Sun: 5:00 p.m. to 12:00 a.m.
4. Groups wishing to use the Topping Room after hours must request the room at least 48 hours in advance. Requests for after hours use made less than 48 hours in advance will not be considered.
5. Groups are responsible for leaving rooms clean and undamaged or charges will be assessed to cover any work required. Groups leaving rooms in poor condition may be refused future use.
6. Failure to notify of cancellation one week prior to the meeting date may affect future meeting room privileges.
7. **All meetings must be open to the public.**
8. Groups are responsible for acquiring proper permits for any activity associated with their use of the room, including special events with amplified music, food and beverage consumption, or filming permits. Groups must provide copy of applicable permit/s to Library before they will be allowed access to the meeting room.
9. In order to allow a maximum number of groups to use the meeting room, no organization may reserve the room for more than two meetings per month.
10. Responsibility for the meeting room must be assumed by one adult, 21 years of age or older. Proof of age or address may be required.
11. Groups wishing to use the screen may do so, provided they notify staff and receive instructions ahead of their booking. The projector and sound equipment are currently available for Library, San Buenaventura Friends of the Library, and City programs and activities only.
12. Reservations are on a first-come first-served basis and may be made up to a maximum of 60 days in advance. Preliminary inquiries about availability may be made via our website. Reservations are considered firm when you receive e-mail confirmation. The library reserves the right to cancel meeting room use if necessary for library purposes.
13. Excepting for events sponsored by the Library, San Buenaventura Friends of the Library or the City, an admission, registration, or membership fee shall not be charged to the public.

Fundraising and/or the sale of any product or merchandise shall not be allowed in the meeting rooms.

14. Groups using the rooms are responsible for setting up chairs, tables, etc. for their meeting. Room will be placed back to the default setup as shown on attached diagram after each meeting. The default set up is 30 chairs, with 3 rows of 5 chairs on each side of the room and 6 tables set out along the walls as noted on the diagram. All other chairs, and tables must be returned to closets at the end of the program.
- 15. Use of the room by a group does not constitute an endorsement of that group or its views by the Library or the City of San Buenaventura.**
16. Rental fees must be paid before meeting room keys are released. Groups shall designate one person to pick up the key during regular library hours before the meeting is to be held.
17. Groups are responsible for locking the meeting room at the end of their meeting. Groups failing to close and lock all meeting room doors will be refused future uses.
18. Groups must abide by the Library Rules of Conduct with the exception of permitted food and beverages.

## Library Rules of Conduct

1. Behavior must not disrupt other people's use of the library.
2. Shoes are required for safety and health.
3. Smoking or use of tobacco products, alcohol, or illegal substances is not allowed in library buildings or attached patio areas.
4. Bicycles must be parked and locked in designated areas.
5. Rollerblades, skateboards, and roller skates may not be used in the library.
6. Only service animals specifically trained to assist a person with a disability are allowed to enter the building.
7. Large shopping carts or other wheeled conveyances are not permitted in the library. Wheelchairs and strollers are only permitted if being used for the transport of an adult or child.
8. Use of library restrooms for bathing or doing laundry is not permitted.
9. Food must be consumed outside the library or in designated areas only.
10. Soliciting on library property is not allowed.
11. If library security system is triggered, customers may be asked to open their parcels and/or handbags for inspection.
12. Harassment of staff and visitors is prohibited.
13. Personal hygiene habits must not infringe upon other people's use of the library.
14. Cell phones should be set to mute or vibrate while in the library.
15. No weapons are allowed on library property.
16. Criminal behavior of any kind is prohibited.
17. Please do not leave personal belongings unattended. The library is not responsible for loss, theft, or damage of personal property. Personal belongings may not be used to hold a table, carrel, or computer. The library reserves the right to remove unattended belongings to lost and found.

**VENTURA LIBRARIES MEETING ROOM AGREEMENT**

**ELIZABETH R. TOPPING ROOM**

**E. P. Foster Library, 651 E. Main Street, Ventura, CA 93001.**

**Telephone: (805) 648-2716**

CAPACITY: concentrated seating: 132; tables and chairs: 70

Equipment available: 6 tables, approximately 90 chairs, a lectern, projection screen, and restrooms.

The Topping Room is on Main Street just west of the main entrance to the Library. Wheelchair access is available from the sidewalk on the west side of the building. **Main Street is currently closed to through traffic.** There are two free parking lots behind the library accessible from either Chestnut or Poli Street. Additional parking is available in the City of Ventura Parking Structure on Santa Clara Street.

PLEASE PRINT

Organization \_\_\_\_\_ Today's Date \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Note: this phone number may be given to the public

Address \_\_\_\_\_

Library Staff Initials \_\_\_\_\_

Your copy of this form is your confirmation and receipt. Make any check payable to E.P. Foster Library. Rental fees must be paid before meeting room keys are released. Keys must be signed out by an individual over 21 years of age. Keys may be returned to the library public service desk, or returned to the Security Guard onsite if the Library is closed.

As applicant, I agree as a representative of this group or organization to hold the County and City and its officers and agents free and harmless from any claim or expenses that may arise from the above use or occupancy of County and City property. I also agree to accept full responsibility for any damage to any property or buildings by such use. As applicant, I hereby certify that I have read and agree to abide by the Meeting Room Policy.

Signature \_\_\_\_\_ Date \_\_\_\_\_