

MARTINEZ LIBRARY COMMUNITY MEETING ROOM **POLICY AND PROCEDURE**

Purpose

The Library Lease and Service Agreement (“Agreement”) between Contra Costa County and the City of Martinez establishes terms and conditions for the operation of the Martinez Library. The Agreement provides that “meeting rooms” may be used for library and other City business and may be reserved by community groups in accordance with City guidelines. Furthermore, **Section 6. Use** of the Agreement stipulates that the City shall establish guidelines for use of meeting rooms and work cooperatively with County Library staff to schedule use of the meeting rooms. Library programs are to be given priority use of the meeting rooms but may not displace a previously scheduled and approved use of a meeting room.

For the purposes of this policy and procedure, the meeting room is defined as the large, open area room located on the lower level of the Martinez Library. This room is hereafter referred to as the “Martinez Library Community Meeting Room.”

Eligibility

There are three types of user groups that are eligible for reserved use of the Martinez Library Community Meeting Room:

1. Martinez Unified School District and Mount Diablo Unified School District – Uses submitted by MUSD or MDUSD for the purpose of serving their students.
2. City Co-sponsored Groups – Groups that receive regular financial support from the City or Events in which the City is participating as key supporter of the event.
3. Non-profit, tax-exempt community groups.

Restrictions

1. On-site supervision of community use of the Martinez Library Community Meeting Room is not provided by the City or County Library staff. Community users must provide the name of the person within the community group who will provide supervision of the use of the Martinez Library Community Meeting Room at all times during the reserved use.
2. No alcohol is permitted in the Martinez Library Community Meeting Room.
3. User groups reserving the Martinez Library Community Meeting Room must provide certificates of insurance and endorsements for comprehensive general liability and property damage insurance coverage of \$1M combined single limit naming the City of Martinez and the County Library as additional insureds. In the event that employees of

the user group will be present at the Martinez Library Community Meeting Room, worker's compensation coverage including a waiver of subrogation endorsement in favor of the City and the County Library shall also be required.

4. Reservations for and access to the Martinez Library Community Meeting Room is limited to normal library hours.
5. Reservations will be limited to no more than two (2) reservations per month. Reservation requests may be made no more than sixty (60) days but not less than fifteen (15) business days in advance of the requested reservation date. Reservations will be made on a first come, first served basis. No single user group may reserve the Martinez Library Community Meeting Room more than 12 times annually.

Review and Approval

All use requests from groups or organizations fitting Eligibility categories listed above and meeting the criteria specified herein will be approved administratively. Reservations for the Martinez Library Community Room will be subject to the Room's availability.

Procedure

1. Applicant shall complete the attached "Request for Reservation of Martinez Library Community Meeting Room" application form (which includes a standard indemnification/hold harmless clause and list of required insurance documentation) and submit with the required insurance certificates and endorsements directly to the Martinez Recreation Division no later than 15 business days prior to the requested reservation date.
2. Designated City staff will review the request for eligibility and completeness. If approved, City staff will forward the reservation request to the Martinez Librarian.
3. The Martinez Librarian will review and approve or deny the requested reservation based on availability of the Martinez Community Meeting Room and will forward their action on the application to the designated City staff and Martinez Recreation Division.
4. Martinez Recreation Division staff will notify the applicant and the Martinez Librarian of the approval or denial of the requested reservation. In the event of a denial based upon unavailability of the Room at the requested date and time, the Martinez Librarian will provide alternate dates and/or times for consideration and the applicant will be encouraged to resubmit the request.

Attachments: Request for Reservation Application Form
List of Recommended/Non-Recommended Reservation Days/Times



Community Group/Organization Request for Reservation of Martinez Library Community Meeting Room

Organization Name: _____

Purpose/Nature of Use: _____

Date Request Received by Recreation: _____

List the dates/times of your requested reservation(s) in accordance with the Martinez Library Community Meeting Room Policy and Procedure. Reservations are limited to normal library hours of operation and availability of the room. As a condition of approval, all insurance documentation as required by the Policy must be presented to Recreation at the time of application. Complete applications must be received no more than 60 days but not less than 15 business days prior to date of the requested reservation(s).

Requested Date(s)	Hours	Total Hours

Will any employees of your organization be present? Yes No

I attest with my signature below that the above listed information accurately represents our intended use of the Martinez Library Community Meeting Room and that our organization shall hold harmless, defend and indemnify the City of Martinez and County Library and the respective officers, officials, employees and volunteers of each from and against any and all liability, loss, damage, expense, costs (including without limitation costs and fees of litigation) of every nature arising out of or in connection with our use of the Community Meeting Room, except such loss or damage which was caused by the sole negligence or willful misconduct of the City of Martinez or County Library.

Submitted by – Name: _____

Title: _____ **Phone/Email:** _____

Applicant Signature/Attest: _____ **Date:** _____

City of Martinez Approval: _____ **Date:** _____

Martinez Library Approval: _____ **Date:** _____

LIST OF RECOMMENDED/NON-RECOMMENDED DAYS AND TIMES FOR RESERVATION OF THE MARTINEZ LIBRARY COMMUNITY MEETING ROOM

Staff consulted with the Branch Librarian and based on historical usage of the Community Meeting Room during the most recent months, the following is a general list of Recommended and Non-Recommended days and times for groups to request reservations:

Recommended Days/Times:

Fridays, 12-5 pm

Saturdays, 10-3 pm

Wednesdays 12-2 pm

Non-recommended Days/Times*:

Monday evenings, 5-8 pm

Tuesdays: 10-12 am and 3-8 pm

*Note that because the library is open only 2 evenings, those tend to be well booked for programs and therefore typically unavailable.

Library Open Hours:

Monday, 12-8

Tuesday, 10-8

Wednesday and Friday, 12-5

Saturday, 10-5

Additionally, the Friends of the Library require the Community Meeting Room Wednesday-Saturday for their quarterly Saturday book sales.

As a result, the **following dates are blocked in 2016:**

February 3, February 5 and February 6, 2016

May 11, May 13, and May 14, 2016

August 10, August 12, and August 13, 2016

November 16, November 18, and November 19, 2016