

**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

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  
LIBRARY BOARD OF TRUSTEES

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

In order to ensure that groups make the most effective use of the Library facilities (Bidwell Forum, Plaza, meeting rooms), the following regulations have been adopted. Failure to abide by the regulations may result in suspension of meeting privileges. Activities sponsored by the City or Library are not subject to the guidelines of this policy.

**I. Eligibility to use the Library Facilities**

- A. Non-profit groups such as youth groups, hobbyists, social clubs, and service organizations may use the Library facilities for either public or membership meetings.
- B. Commercial enterprises may rent the Library facilities for private meetings only, such as sales meetings, conferences, and training sessions. These meetings shall not be opened to the public.
- C. All public meetings must be sponsored by non-profit groups.
- D. Library facilities are not available for private parties or receptions.
- E. Children's groups must be supervised by adults.
- F. No advance ticket sales, admissions, donations, collections or other charges may be made for public events held in the Library facilities, except to cover optional refreshment costs and certain non-profit fundraising activities. (Public events may be bumped in the event that the City/Library requires priority use – II.F)

Non-profit groups may hold public fund-raising activities or workshops where an entrance or registration fee is charged, or in which sales of tickets, food, objects, or services are involved.

Public events may not be held to promote purchase of products or services or to solicit paid enrollment in classes or other activities to be held in the future.

- G. Activities or events which take place in the Library facilities during normal library hours shall not disrupt library service.

**II. Reserving Library Facilities**

- A. A written, signed application is required of all groups each time a meeting is to be held. Application forms are available at the Check-out Desk of the Library.

- B. Reservations will be assigned according to the order in which applications are received. Pre-reservations may be made by telephone but cannot be confirmed until the written, signed application is received. Pre-reservations not followed up in writing within a week will be cancelled. (A copy of the application will be returned to the applicant marked "CONFIRMED" or "NOT AVAILABLE" within four business days of receipt.)
- C. Upon approval of the application, fees must be paid 2 weeks in advance of meeting date. (This excludes late charges as stated in Section IV article C item 2 and/or any damage/cleanup fees).
- D. 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.
- E. Applicants who cancel meetings/events should notify the Library at once so that the date may be freed for other groups. A fee will be charged if the meeting/event is cancelled less than 72 hours prior to the meeting/event.
- F. Needs of the Library and City may require the Library to refuse reservation requests, cancel or reassign meeting locations. 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.
- G. Groups reserving Bidwell Forum may also use the Library Plaza area. When using the Plaza, the following **additional** guidelines apply:
  - 1. No food preparation is allowed on the Plaza
  - 2. Plaza must remain accessible and open to the public at all times
  - 3. A detailed description of activities and events (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
  - 4. A detailed set-up plan must be submitted with the application for approval
  - 5. Any additional equipment use (i.e. generators, portable toilets, portable wash basins, etc) must be specified in detail (type, size, capacity, etc) with the application
  - 6. All equipment used on the Plaza must be furnished by the applicant, including locating, leasing, transporting, and return of equipment
  - 7. All applicable event permits, 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 2 weeks before the event unless noted differently in the policy.

### **III. Miscellaneous Regulations**

- A. Profane, loud, or boisterous language or other conduct likely to cause a disturbance is not permitted.
- B. Gambling: (i.e., Bingo, "Las Vegas Night", "Casino Night", raffles, or any other game of chance) and any other illegal activities are not permitted.
- C. All damage to equipment, facilities, or the building must be reported to the Library by the applicant. Applicant may be required to pay for damages.
- D. The serving or use of alcoholic beverages is permitted in the Library meeting/event facilities only under specific regulations (see Section V and City Administrative Policy No. 1.21).
- E. 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.
- F. Obscene language or materials are not permitted. Language directed to inciting or producing violence or criminal activity and which is likely to incite or produce such violence or activity is not permitted.
- G. Granting of permission to use Library meeting room/event facilities does not imply Library 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.
- H. Applicant is responsible for compliance with all applicable health, safety, sanitary and fire regulations. Applicant shall be solely responsible for any penalties, fines and charges that may be levied by the Fire Marshall, any other administrative agency or a court of law for any violation.
- I. Failure to comply with this policy shall result in revocation of Library meeting room/event facilities privileges.

### **IV. Charges and Fees - All fees are non-refundable and non-transferable**

#### **A. Single Day Usage fees**

- 1. Resident Non-profit Groups No charge

(Resident group is defined as a group whose membership is composed of at least 51% City of Glendora residents. Non-profit groups will be asked to submit a copy of their non-profit status certificate or IRS No.)

- |   |  |
|---|--|
| 2. Non-Resident Non-profit Group  | \$50.00 per hour   |
| 3. Resident Commercial Use<br>(not open to the general public)  | \$50.00 per hour   |
| 4. Non-Resident Commercial Use<br>(not open to the general public)  | \$75.00 per hour   |
| 5. Person on Duty Charge (in addition to other applicable fees for use of room)                             |  |
| for meetings that begin during and continue beyond normal library hours. (see Section IV C for definitions) | \$20.00 per hour   |
| for meetings that begin outside of normal library hours   | \$50.00<br>for the first two hours plus<br>\$20.00 per hour thereafter |
| 6. Multiple Day Usage (see Section IV D for definitions)  |  |
| Resident non-profit   | \$100 per day  |
| Resident commercial   | \$150 per day  |
| Non resident non-profit   | \$150 per day  |
| Non resident commercial   | \$250 per day  |
| 7. Cancellation Fee<br>(meeting cancelled less than 72 hours prior to the event)                            | \$25.00  |
| 8. The full hourly fee will be charged for any increment of an hour.  |  |

**B. Audio-visual Fees.**

All equipment must be requested in advance on the application form.

- |   |                  |
|---|------------------|
| 1. Microphone fee                           | \$10.00 per mic  |
| 2. Video equipment<br>(VHS/DVD player & TV) | \$10.00 per unit |
| 3. Overhead Projector                       | \$10.00          |

**C. Person on Duty Charge**

- Any group whose meeting will begin outside of normal library hours must arrange in advance for these hours at \$50.00 minimum charge for the first 2 hours plus \$20.00 per

hour thereafter. Example: Meeting begins before 10 a.m., or after the Library closes or on a day the Library is closed.

2. Any group whose meeting will run past the Library closing hour must arrange 2 weeks in advance for additional hours at \$20.00 per hour.
  3. Double the hourly rate will be charged in case of late use without advance notice.
- D. Multiple Day Usage: Meetings, activities or events which require usage of the Forum extending beyond a single day will be charged for the full Multiple Day Usage Fee for each day or any portion of that day including time set aside to set up or take down.
- E. The meeting room and kitchen area, including refrigerator, must be left in the exact condition as found. All food must be removed from the area. Failure to clean up will result in a minimum charge of \$25.00 plus actual cost for labor in excess of 30 minutes and materials. Said costs will be determined at the Library's sole discretion.

#### **V. Additional Provisions Regarding the Serving or Use of Alcoholic Beverages**

- A. An approved ABC (Alcoholic Beverage Control) license must accompany the GENERAL USE APPLICATION and must be submitted at least 2 weeks prior to the date of use.
- B. Alcoholic beverages must be served by the group. Individuals may not bring alcoholic beverages for their own consumption, e.g., "Bring Your Own Bottle (BYOB)" permits are specifically prohibited.
- C. Alcoholic beverages may be sold only by a group possessing a current, valid 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

In order for a license to be issued, the applicant must have a letter of approval from the City of Glendora.

- D. Requesting groups must appoint a security guard acceptable to the Library Director prior to 2 weeks in advance of the meeting. The guard must be at least 21 years of age and may be a member of the organization. The person appointed will meet with the Library Director before the meeting.
- E. Among other duties, the security guard is responsible for seeing that persons under the age of 21 are not served, or allowed to serve themselves, alcoholic beverages.
- F. Proof of Insurance in compliance with City Administrative Policy No. 1.21 must be received by the Library 2 weeks prior to the event.

**VI. 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 17<sup>th</sup> day of May, 2010.  
(Supersedes and completely replaces all previous versions of the Policy.)

Ayes: 5

City of Glendora  
Library Board of Trustees

Noes: 0

Absent: 0

Attest: Robin Weed-Brown  
Robin Weed-Brown, Library Director

By: Patricia K. Gomer  
Patricia Gomer, President



# LIBRARY FACILITIES APPLICATION

City of Glendora—Public Library

updated May 2006

Organization Name: \_\_\_\_\_

Organization Address: \_\_\_\_\_

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

Alt Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Date of meeting: \_\_\_\_\_ Purpose of meeting: \_\_\_\_\_

Use of Forum \_\_\_\_\_ Plaza \_\_\_\_\_ Other \_\_\_\_\_ Estimated number of attendees: \_\_\_\_\_

Time needed from : \_\_\_\_\_ to \_\_\_\_\_ Time meeting will come to order: \_\_\_\_\_

**Charges and Fees—all fees are non-refundable and non-transferable**

Single Day Usage (must be paid 2 weeks prior to the meeting except additional charges which may be assessed for damage/cleanup and/or extended use)

- Resident Non-profit (resident group must consist of 51% Glendora residents.....No charge
- Non-resident non-profit or Residential, commercial.....\$50/hour
- Non-resident, commercial.....\$75/hour
- Person on Duty Charge (in addition to other applicable fees for use of room)
  - Meetings beginning and continuing after normal library hours.....\$20/hour
  - Meetings beginning outside normal library hours (first 2 hours).....\$50
  - Additional hours .....\$20/hour

Multiple Day Usage (for each day beyond a single day including time set aside to setup or take down)

- Resident Non-profit.....\$100/day
  - Non-resident non-profit.....\$150/day
  - Residential, commercial.....\$150/day
  - Non-resident, commercial.....\$250/day
  - Non-profit or IRS number: \_\_\_\_\_

Damage/Cleanup determined at library's sole discretion—minimum \$25

**Library Use Only**

**Forum Set Up:**

# of chairs \_\_\_\_\_  
# of tables \_\_\_\_\_

**Set Up:**

- Auditorium
- Other (sketch on back)

**Equipment Needed:**

- Podium  Screen Down
- \$10 charge on the following:*
- Podium Mic
- Standing Mic.
- Wireless Mic.
- TV/VCR/DVD
- Overhead Projector

**City Permits**

- Music: Yes \_\_\_\_\_ No \_\_\_\_\_ Received \_\_\_\_\_
- Outdoor: Yes \_\_\_\_\_ No \_\_\_\_\_ Received \_\_\_\_\_
- Other: Yes \_\_\_\_\_ No \_\_\_\_\_ Received \_\_\_\_\_

Group Fees

Equip. Fees

Will alcoholic beverages be served? \_\_\_\_\_ Yes \_\_\_\_\_ No Music? \_\_\_\_\_ Yes \_\_\_\_\_ No

Insurance coverage : \$ \_\_\_\_\_ Security guard assigned? \_\_\_\_\_

Minimum amounts required: \$500,000 each person, \$500,000 bodily injury, \$100,000 property damage

Must have City Council approval before obtaining a license for sale of alcohol: Approval  Yes  No  
License  Yes  No

Alcoholic Beverage Control Dept.— State of CA  
3204 N. Rosemead Blvd, Suite 103 El Monte, CA 91731

626.927.1060

Cleaning Fees

The undersigned applicant hereby acknowledges having read and understood the Library's Facilities Policy and this application form. The applicant warrants that the proposed meeting is in compliance with the Policy and accepts full responsibility for compliance with all applicable health, safety, sanitary and fire regulations, including the maximum occupancy of 195 set by the Fire Marshall.

Number of hours needed:

Regular \_\_\_\_\_ After \_\_\_\_\_ Unscheduled \_\_\_\_\_

Total Fees

- Reservation Confirmed
- Not Available

Signature \_\_\_\_\_

Robin Weed-Brown, Library Director

Date \_\_\_\_\_