

ARCADIA PUBLIC LIBRARY MEETING ROOM RULES

The Cay Mortenson Auditorium is available to community groups or organizations for meetings of a civic, cultural, charitable, intellectual or educational nature. This policy is in keeping with Article 6 of the Library Bill of Rights which the Library Board has adopted: "Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use." Meetings in the Auditorium must be open and free to the public.

The facilities are available at no charge to the following organizations:

- City of Arcadia
- Friends of the Library
- Arcadia Public Library Foundation
- Arcadia Unified School District
(District activities of community interest not normally held at a school site.)

The facilities are available for a fee to the following:

- Non-profit organizations ***Please include proof of your non-profit status when you return your application***
- Music teachers and students for music recitals.

The facilities are not available for the following:

- Commercial organizations
- Private parties
- Use by organizations on a regular basis (every day, week or month.)

Application for the use of the Auditorium shall be made in the Administration Office no more than three months in advance and at least 48 hours prior to the date of use. Priority will be given to Library-sponsored activities. The Auditorium is available only during the hours the Library is open to the public. The Library may at its sole discretion reject an application. Any scheduled group may be asked to reschedule a particular meeting in order to make the room available for a special purpose.

Fees for the use of the Auditorium are payable preferably at the time of application, but not later than two weeks prior to the scheduled date.

- There is a fee of \$80.00 per hour for the Auditorium, with a two hour minimum. The total fee is derived by multiplying the hourly fee by the number of hours (including any portion of an hour which shall be rounded up to a full hour) of the proposed and approved use.
- When groups will be serving food or beverage in the Auditorium, there is an additional charge of \$50.00.
- When use of the Library's piano is proposed, there is a \$50 rental fee.
- Fees will be refunded only if applicant notifies the Library of intent to cancel at least two full weeks prior to the scheduled event.

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The Auditorium will be available at no charge for setup thirty (30) minutes prior to the scheduled start time of the event. Cleanup must be completed by the end of the scheduled time. The Library reserves the right to bill a user after an event if the time used exceeds the schedule.

Permission to use the meeting rooms is not transferable.

Alcoholic beverages may not be served.

The fact that a group is given permission to meet in the Library in no way constitutes endorsement by the Library or the Board of Trustees of the policies or beliefs of that group. Neither the name nor the address of the Arcadia Public Library may be used as the official address or headquarters of an organization. Any printed publicity must include the following statement: "This program is not sponsored by the Arcadia Public Library," unless the Library has agreed to co-sponsor the event.

The applicant agrees to hold the City harmless and indemnifies the City with regard to any liability arising out of use of the premises. The applicant must execute an agreement in a form and substance approved by the City Attorney reflecting the foregoing, among other terms and conditions.

The applicant will be required to pay for any damages to property or equipment.

The Director of Library and Museum Services shall have authority regarding facility usage and interpretations of policy decisions. Appeals may be made to the Library Board of Trustees in writing.