



COMMUNITY LEARNING CENTER

South San Francisco Public Library

ROOM USE POLICY

Eligibility: Space is available for City Departments or local non-profit organizations, targeting a South San Francisco audience, to hold meetings or programs that are open to the public.

Reservation Procedure: Designated areas of the Community Learning Center (CLC) may be available and may be reserved ahead of time (at least one week) by completing the appropriate application. A copy of the application will be returned once approved as a confirmation. Priority will be given to library and city programs. While every effort will be made to follow the schedule, there may be times when a reservation may have to be cancelled. No one group may reserve the room(s) for such an extensive period(s) of time that it is effectively unavailable for other uses. For ongoing programs, rooms can be reserved for a maximum of three months. A new application must be submitted for further use. Exceptions may be made for educational organizations that the CLC collaborates with.

Space use: The use of space is limited to the areas reserved on the application permit. The manager and administrative offices are off limits to anyone but the library staff. Please be sure that members of your group respect this area and do not trespass, take office supplies, ask to use the phones, interrupt office staff, etc.

Set-up and Clean-up: Each group is responsible for room set-up and for returning the room to the condition in which it was found, following the instructions in the Clean Up Guide.

Children: Groups that involve children must have adults present in a ratio of 1 to 10 to assure proper supervision and safety. Staff supervising children must be oriented and trained on the Community Learning Center's Creative Center rules, material use and emergency evacuation procedures. Please monitor children for noise level particularly in the areas adjacent to staff working areas, and ask children to walk quietly around.

Smoking and Alcohol use: Neither smoking nor the consumption of alcohol is allowed in the Community Learning Center.

Publicity: The use of the Community Learning Center shall not be publicized in such a way as to imply library sponsorship of the group's activities, except when stated in an agreement letter. The name, address, and phone number of the Community Learning Center **may not** be used as the official address or headquarters of any group using it.

Noise: Please keep noise to a minimum in the hallways as loud talking can disrupt the working staff environment.

Parking: Not included as part of the application. However, there is some parking available on the streets.

Granting permission to use the Community Learning Center does not constitute an endorsement of the programs or organizations by the Library, or City of South San Francisco.

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ROOM RESERVATION APPLICATION

Name of Organization: _____

Contact Person: _____

Address: _____

Phone: _____ Fax #: _____ E-mail: _____

Subject or Purpose of the Meeting: _____

Date of Event: _____ Time requested from: _____ to: _____

Additional Dates: _____

Room(s) Requested:

Small Classroom (20 seats)

Computer Lab (20 computers)

Large Classroom (24 seats/10 computers)

Creative Center (for children activities ages 3-12, 25 children maximum)

Tables, chairs and white board provided. Any special furniture or equipment must be requested.

Special equipment requested: _____

Refreshments (ready-to-serve): ____ will be served (**follow guide for clean up**) ____ will not be served

How many adults are expected to participate? _____

If adult program, will you be offering activities for children? Yes ____ No ____

If yes, how many children are expected? _____

Who will supervise the children in the Creative Center? Name(s): _____

Was this person(s) oriented and trained with program rules, material use and evacuation procedures?

Yes ____ No ____

As the person representing my organization, I agree to:

1. Abide by the guidelines given to me (see back) and Patron Conduct.
2. Follow opening/closing and emergency procedures.
3. Use the Community Learning Center for the purpose expressed.
4. Accept the condition that my reservation may be cancelled in special circumstances.
5. Notify officers, members, and guests of my organization of the guidelines for use and terms of this agreement.
6. Hold harmless, indemnify and, at the City of So. San Francisco's request, defend the City, its officers, agents, employees, volunteers, boards and commissions, whether elected or appointed, from all and against all claims, demands, actions, causes of action, losses, damages, liabilities, costs and expenses, (including but not limited to, death) or damage to property (both real and personal) which arises out of or is in any way connected with APPLICANT'S use of the Community Learning Center.

Applicant's Name & Title

Signature

Permission granted as of this _____ day of _____, in accordance with the above application and terms and conditions thereof and expires on _____.

Community Learning Center Staff: _____