



SOUTH SAN FRANCISCO PUBLIC LIBRARY GRAND LIBRARY MEETING ROOM USE POLICY

This policy is designed to ensure Library facilities serve their primary purposes, including the provision of a quiet and orderly environment in which people may read, study, use library materials and equipment, and contemplate. The rules may regulate disruptive behavior, noise, offensive odors, health and sanitation hazards, and bringing possessions, materials, or objects into the Library which are likely to interfere with its use by others. The rules may not unreasonably or unfairly restrict access to libraries by any person or group.

Use of the meeting room is available – on a limited basis – for booking by local non-profit groups serving South San Francisco, including neighborhood associations, schools, community groups, or public agencies. Bookings must be for meetings or programs open to the public. The room is intended to be used for meetings by groups of at least six people. Due to room capacity, groups of more than 25 will not be accommodated. No fees, dues, or donations may be charged or solicited by the user, nor may any item or service be sold or advertised. In addition, commercial use of the meeting room by private groups for purpose of sales is prohibited.

This policy does not apply to use of the meeting room for programs sponsored by the Library, City, government agencies or Friends of the Library.

AVAILABILITY: The meeting room is reserved for reading and study during the school year, from 2:00 p.m. to 6:00 p.m. Reservations may be made to use the meeting room during the following hours. Occasionally, additional afternoon and evening hours may be available.

Monday	10:00 a.m. to 2:00 p.m.
Tuesday	10:00 a.m. to 2:00 p.m.
Wednesday	12:00 noon to 2:00 p.m.
Thursday	12:00 noon to 2:00 p.m.
Friday	10:00 a.m. to 2:00 p.m.
Saturday	10:00 a.m. to 4:00 p.m.

Reservations must include setup and cleanup time for your meeting or event. The meeting room must be returned to its previous setup by the end of your reserved time and be made available for general use.

BOOKING: Requests to book the meeting room may be accepted up to two (2) months in advance, by calling 650-877-8530 or by submitting an application online at www.ssf.net/library on the Reserve A Space page. Because the meeting room is used by a variety of groups, advance reservations are required and must be made at least one (1) week prior to the date. A telephone reservation is tentative only. The written or

online application, the *Grand Library Meeting Room Use Application* form, must be received within 48 hours of any telephone reservation.

Applications will be accepted from the same organization up to six (6) times in a calendar year.

PRIORITY: Library and City programs have priority. While the utmost care will be taken to schedule library and City programs in advance, there may be times when a reservation will be cancelled.

SETUP: The meeting room includes tables and chairs and a mounted television/computer monitor. With a library card, a Windows laptop computer, with an HDMI cable, may be borrowed for the event. Users can bring their own laptop and other audio visual equipment and supplies. Testing audio visual connections prior to the event is highly recommended.

CHILDREN: In order to ensure proper supervision and safety, groups involving children must have adults present in a ratio of one (1) adult for every ten (10) children.

NOISE: Keep noise to a minimum as loud meetings and programs can disrupt the staff working environment, library programs, and library use by patrons.

PROHIBITIONS: The name, address, and phone number of the South San Francisco Public Library, Grand Ave Branch, may not be used as the official address or headquarters of any group using the meeting room. The use of the meeting room shall not be publicized in such a way as to imply library sponsorship of the group's activities. Smoking, vaping and alcohol are not allowed in the Library or on Library property. Open flames are not allowed in the Library or on Library property. All participants must comply with the [Library Use Policy](#), as posted in the library and available on the Library's website. Granting permission to use the meeting room does not constitute an endorsement of the users and/or their beliefs by the Library staff, Library Board of Trustees, or the City of South San Francisco.

Approved by the Library Board of Trustees: November 28, 2017

Reaffirmed by the Library Board of Trustees: February 27, 2018

Amended by the Library Board of Trustees: August 29, 2019