

MADELINE F. WHITTLESEY COMMUNITY ROOM POLICY

The City of Richmond extends use of the Main Library Community Room by non-profit groups and organizations (hereinafter referred to as groups) when the room is not needed for activities sponsored or co-sponsored by the library. Library programs have priority over other uses of the room. The City reserves the right to revoke or modify this policy and its regulations to adapt to the operational needs of the library.

Meetings and activities must be open to the public at no charge. Groups may conduct customary activities such as collecting dues from members. No admission fees may be charged, nor products or services sold. The one exception is that groups formed to support the library may use the room for fundraising activities in support of the Library.

Availability, Use, and Occupancy

The City can impose reasonable conditions for the use of the room to ensure that public property is not being damaged and that the safety and welfare of the public is maintained. The City may collect reimbursement for any damage or additional costs incurred.

The library reserves the right to attend any meeting held in its facilities to verify Library policies are being upheld, and that no illegal activities take place on the premises.

- The room is available only during the library open hours. Groups must exit the building by Library closing time.
- Limit one (1) booking to one (1) day per month, for a maximum of six (6) months.
- The City reserves the right to collect fees for use, which are set in the City Master Fee Schedule. The fee must be paid in advance (see Access to the Room for details).
- The room shall be left in the condition in which it was found, chairs arranged auditorium style (see drawing posted in room). There is no custodial serve during the day, and staff members are not free to leave library duties to arrange the room or perform any services.
- Non-Library groups must provide their own equipment such as projectors, etc. To use the screen, notify staff when reserving the room.
- Smoking and vaping are not allowed in City buildings, including the adjacent courtyard. Any activities that make smoke or fire, including smoking, vaping, and burning incense, are not allowed in City buildings, including the adjacent library courtyard.
- Food, cooking, and alcoholic beverages are prohibited. No eating or drinking is allowed.
- By order of the City Fire Marshal, the room shall not exceed the posted limit (100 auditorium style, 60 if tables are used).

Eligibility Requirements

Any group using the room must meet the following eligibility requirements and ensure that their activities are not disruptive of the library in any way. Such inappropriate activity will result in immediate eviction and denial of future room use.

- Groups eligible to rent or use the Community Room are City and other governmental organizations, non-profit public, private, civic, cultural, educational, and charitable groups and organizations. The library makes the room available to a wide variety of groups; however, this does not include for-profit groups.
- Youth groups must have an adult (age 18 or older) responsible for the proper use of the room and adherence to policy rules.
- Library personnel have authority over the use of the room. To book the room, call the Library Administration Office at (510) 620-6555.

Access to the Room

- If the fee is not paid by five minutes prior to the meeting, the meeting may not take place there.
- “No shows” may be denied future use of the room.
- Access to the room is restricted to the hours booked. Always include set-up and tear-down time as part of the hours booked.

Health and Masking Requirements

Non-City personnel who enter City premises must comply with State of California, Contra Costa County, or City of Richmond health policies, whichever is more restrictive, regarding vaccination/boosters, social distancing, social gathering, mask wearing, and other requirements as may be issued by the State, County, or City of Richmond.

Adopted by the Richmond Library Commission May 25, 2023 Revised _____
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