

Pomona Public Library

Meeting Room Use Policy

The Pomona Public Library provides a meeting room for use by community groups/organizations on an "as available" basis. Priority in scheduling the meeting room is given to Library and City of Pomona related meetings, activities, or programs. Any group may use the room for lawful non-commercial purposes. The fact that a group is permitted to meet at the Library does not in any way constitute an endorsement by the Library or the City of Pomona of the group's policies or beliefs.

Reservations: Use of the meeting room must be arranged in advance. Reservation forms are available in the Library Administration Office, but reservations can also be made by phoning the Office at 909-620-2473, Monday through Wednesday, 8:30 a.m. to 6:00 p.m. Recurring reservations will be accepted for up to six months and must then be renewed.

Meeting Times & Admittance: Meetings may not begin before the library opens for normal business. Meetings must end so that all participants are out of the building by the Library's closing time. Groups may restrict meetings to their own membership. Groups may not charge admission to programs. However, groups may charge for items such as instructional materials or supplies that are necessary to participate in the program.

Fees: The room rental charge is \$20 for two hours or any portion thereof, and \$10 per hour or fraction thereafter. Library or City of Pomona sponsored activities are exempt from these fees. Payment of all fees must be made no later than 48 hours prior to the meeting. Payments can be made either at Library Administration or at the Circulation Desk. Checks should be made payable to *Pomona Public Library*. Any fees not paid will result in cancellation of the reservation. Groups are entitled to refunds if Library Administration is notified of a cancellation at least 4 hours before the scheduled meeting. In all other cases, fees are retained.

User Responsibilities:

- Groups are responsible for leaving the meeting room in an orderly condition. The group using the room is responsible for all clean-up. Users agree to pay for all damages to Library property sustained during the use of the meeting room.
- After vacating the room, a member of the group must notify Library Staff at the Circulation Desk that they are leaving so the room can be secured.

Audio-Visual Equipment: Users may bring in their own AV equipment for use in the meeting room. The Library supplies projection screens.

Refreshments: The serving of light refreshments is permitted. Groups must bring their own serving supplies and will not have access to a kitchen. Users shall deposit trash in an appropriate manner. No alcoholic beverages are allowed. Smoking is not permitted anywhere within the Library.

Code of Conduct: Users of the meeting room are required to comply with the following rules of conduct.

- Children under 12 years of age must be supervised by an adult at all times. The Library cannot be responsible for children of meeting room users.
- Normal operation of the Library is not to be disrupted by users of the meeting room.
- Observe fire regulations – groups may not exceed the posted capacity of the meeting room.
- Materials are not to be attached to walls, windows, doors, or furnishings without Library permission.
- No promotional or informational materials may be left in the meeting room or library by any meeting room user.

The Library will deny further use of the meeting room for failure to observe this policy.