

GLENDALE PUBLIC LIBRARY VENUE USE POLICY

Effective Date: 07/01/24

Library meeting rooms are available on a first-come, first-served basis.

Reserving a Room

1. Any person reserving a room must have an active Glendale Public Library card.
2. There is no fee to reserve a meeting room when the entire reserved time occurs exclusively during regular library operating hours.
3. If any part of the reservation occurs outside normal operating hours, program fees will be assessed in accordance with the Council-adopted fee schedule located in Resolution R24-17 for the entire length of the reservation.
4. The reserved time is the total time the user will occupy the room including any time needed for set-up and clean-up.
5. A two-hour minimum is required to reserve the use of a room. If program fees are applicable, refunds will not be issued for unused time.
6. Arrangements for use of Library's meeting rooms must be made at least two weeks in advance of the meeting date by an adult representative of the group or person requesting the room.
7. Rooms may be reserved up to two months in advance.

Payment

1. For reservations where a program fee is due, they are due at the time of reservation confirmation, including any applicable refundable cleaning deposits.
2. Payment can be made by credit card or debit card (VISA, MasterCard or American Express), cashier's check or money order, or with cash. Cashier's check, money orders, and cash payments must be submitted in person at the Library Public Service Desk.
3. The user is required to pay for continuous use. A "break" in the reserved time is not permitted.
4. Additional charges will be assessed for any damages, missing items or equipment, if use policies were not observed, and/or contract times were exceeded.

5. Any violation of the Library Code of Conduct or meeting room policy may result in denial of future meeting room reservations. Refunds will not be granted to groups that are asked to leave for violations.

Cancellations

Cancellations with 3 calendar days or less notice will receive no refund. Requests to transfer reservation dates must be received at least four days in advance. Any requests to transfer reservation dates with less than four days' notice will not be honored and a refund will not be issued.

Room Regulations:

1. The person scheduling use of the facility must be over 18 and is responsible for the room whether or not the scheduler is personally in attendance throughout the scheduled time. The user or his/her designee should have their copy of the user agreement with them.
2. All regulations apply to all the guests and the user is responsible for their conduct. The user shall be held monetarily liable for damage to equipment, furnishings, and the building, whether caused by the user, guests, exhibitors, or contractors, ordinary wear exempted. Replacement and repair to above items will be made by the City and the cost of such repairs or replacement will be assessed to the user. Future use of the facilities may be denied.
3. User may not charge fees for admission, materials, or services on site at the Library during meeting room use. User may restrict their meetings to their own members.
4. Room capacity may not be exceeded. Capacity varies with room configuration; please check with meeting room coordinator.
5. The Library is not responsible for the physical arrangement or the condition of the facility. User must perform their own set-up and return the meeting room to its original configuration prior to check-out. The Library is not responsible for refreshments. The Library will not provide equipment or supplies for user renting the facilities. No outside furniture is allowed within the building. The Library will not store items belonging to organizations. Library property shall not be removed from the rooms or facility unless permission is granted in advance in writing.
6. Users are permitted to post one sign announcing the event on the door of room being used. Signage must be removed at the conclusion of the meeting. No additional flyers or posters may be deposited or posted on the Library building or on Library property.
7. Publicity shall not give the impression that the Library is a sponsor of the meeting. User must provide a telephone number for the public to contact for information. The Library will not give out information about meetings and the Library telephone number may not be used.

8. Decorations and Flammable Material:
 - a. No decorations are allowed on any fixed glass surfaces.
 - b. No pins, staples, nails or similar fasteners are permitted on curtains, stage, walls, tables, chairs or other fixtures.
 - c. Decorations may be applied only with non-residual tape. Decorations are only for rooms rented and not for hallways, lobbies, or other common areas.
 - d. No open flames are permitted.
 - e. No confetti or glitter is permitted.
9. Smoking, alcohol, gambling activities, and animals (excepting service animals) are not permitted in the Library meeting rooms.
10. Amplified music may be allowed only with written approval. All sound must be contained in the immediate area and kept at a reasonable level, as determined by staff. "Smoke" machines are not permitted.
11. Users are responsible for supervising their own activities, including clean-up. Facilities and equipment must be left in good condition. Tables are to be wiped off, and spills must be removed from the floor as soon as possible. All trash must be placed in appropriate containers.
12. The Library assumes no responsibility for items, equipment, or decorations left at the facility. Items left will be maintained at the Library's Lost & Found for seven days. After seven days, unclaimed items will be sent to the City of Glendale's Materials Management Department for disposal.
13. The Library reserves the right to control and manage its facilities and to enforce all necessary and proper rules. All library announcements will be audible throughout the building including meeting spaces. Library staff will have full access at all times to all facility spaces.
14. The Library reserves the right to relocate users to an alternate location if special circumstances arise.
15. The Library/City reserves the right to revoke permission to use meeting rooms if any person attending the event/activity or otherwise associated with the reservation is determined to be in violation of the Library Code of Conduct. Neither the City nor its officers, agents, or employees shall be liable to the user for any damages that may be sustained by user through the exercise by the Library/City of such right.
16. Any violation of Library or meeting room policy may result in denial of future meeting room reservations.

Terms

1. All users must comply with all local fire and safety regulations and related state law.
2. The fact that a user is permitted to use the Library's meeting rooms does not in any way constitute the Library's endorsement of the group's policies or beliefs.

3. The Library/City assumes no responsibility whatsoever for any property placed by the user in the facility. User hereby expressly releases and discharges the Library and the City from any and all liabilities for any loss, injury or damages to property which may, or do arise out of, or be related to, the occupancy and use of the spaces under this agreement. All protective services desired by the user must be arranged for by special agreement with the City, and the user is responsible for all costs connected therewith.
4. Indemnification/Liability: The user shall indemnify and save harmless the Library/City from all loss, cost, and expense arising out of any liability, or claim of liability, for injury or damages to persons or property sustained, or claimed to have been sustained, by anyone whomsoever, resulting in whole or in part from any act or omission of the user or any of its officers, agents, employees, guest, patrons or invitees and user shall pay for any and all damage to the property of the Library/City, or loss or theft of such property, done or caused by such persons, save and excepting them from any claim rising out of or related to negligence of or by Library/City, its officers or employees.
5. Assignment: The user shall not assign or "sublet" this agreement without the written consent of the Library.
6. Notice of Default: The user and City mutually agree to provide reasonable notice and time to cure or remedy a default under this agreement, with the exception of situations involving personal safety, waste, and damage to the facilities.
7. Termination by Library/City: The Library/City reserves the right to terminate the use granted by this agreement for good cause. Should the Library/City exercise this right, the user agrees to forego any and all claims for damages against the Library/City and further agrees to waive any and all rights which might arise by reason of the terms of this use, and user shall have no recourse of any kind against the Library/City.
8. Patents, Trademarks, Licenses: User will assume all costs arising from the use of patented, trademarked, franchised, or copyrighted music, materials, devices, processes, or dramatic rights used on or incorporated in the event.
9. Scheduling of Other Events: Library/City may schedule and contract with other events in parts of the facility that are not part of the user's agreement. The Library/City may schedule and contract for similar events both before and after the dates of the user's agreement without notice to the user, unless otherwise specified in writing in the contract.