

Policy Binder

**MARIPOSA COUNTY
BOARD OF SUPERVISORS**

**AGENDA
ACTION FORM**

**DATE: October 23, 2001
AGENDA ITEM NO.: 4A**

DEPARTMENT: LIBRARY

BY: PHONE: 966-8478

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes No)

Accept and Approve the Policy for the Use of the Mariposa County Library Community Room

Consent from the Board of Supervisors approving the policy regarding the use of the Mariposa County Library Community Room. The policy has been reviewed by the County Counsel. This policy allows the Library to support library programs and the community in an equitable manner. See attached policy.

(Scheduled for Action 11-06-01)

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board of Supervisors supports the Mariposa County Library in its written use policies.
Example: Video Policy Res. No. 99-355.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

If the Board of Supervisors disapproves the Community Room Use Policy the County Librarian, library staff, and community would have no direction of how the room should be used.

COSTS: (x) Not Applicable

A. Budgeted current FY \$ _____

B. Total anticipated costs \$ _____

C. Required additional funding \$ _____

D. Internal transfers \$ _____

SOURCE: (X) 4/5ths Vote Required

A. Unanticipated revenues \$ _____

B. Reserve for contingencies \$ _____

C. Source description: _____

Balance in Reserve for Contingencies, if approved: \$ _____

SPECIAL INSTRUCTIONS:
List the attachments and number the pages consecutively:

CLERK'S USE ONLY:

Res. No.: 01-303 Ord. No. _____

Vote - Ayes: 4 Noes: _____

Absent: Patricia Abstained: _____

() Approved () Denied

() Minute Order Attached () No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.

Date: _____

ATTEST: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California

By: _____
Deputy

ADMINISTRATIVE OFFICER'S RECOMMENDATION:
This item on agenda as:

_____ Recommended

_____ Not Recommended

_____ For Policy Determination

_____ Submitted with Comment

_____ Returned for Further Action

Comment: Policy Item - No
Action at This Time.

C.A.O. Initials: sd

ACCESS AND USE OF FACILITIES

Introduction

In many communities, the library offers the only meeting space readily available free or at a low cost. Libraries are not required to make their bulletin boards, meeting rooms, and display cases available to non-Library personnel, but once these areas are opened to outside groups, rules and policies must be applied fairly and equitably. The Mariposa County Library System shall emphasize the use of the library meeting room as a facility for community activities and meetings to occur. As a public building, the library may not, and should not, be able to limit meeting content, even when the views expressed in the meeting may create conflicts within the community. Use of the meeting room does not imply endorsement, support, or cosponsorship by the Mariposa County Library System or Mariposa County of the activities that take place in the meeting room or of the beliefs of the group using the meeting room. Groups or individuals using the meeting room may not imply that the event or program is sponsored, co-sponsored, or endorsed by the library in any advertising or publicity.

No admission may be charged for programs held in the meeting room.

POLICY: Use of the Mariposa County Library Meeting Room

A meeting room is available in the Mariposa County Main Library, located at 4978 10th Street, Mariposa, primarily to support library programs and functions which further the goals of the library. When not being used by the library, the room is available for established groups based in Mariposa County.

Examples of authorized groups are:

Meetings, programs, and events conducted by the Board of Supervisors, County departments and affiliated boards, commissions, and committees.

Meetings, programs, and events conducted by nonprofit, service, fraternal, charitable, social, sports, and other civic associations based in Mariposa County.

Examples of unauthorized groups are:

Commercial or profit-making individuals or enterprises. If a commercial concern does offer free informational programs, their programs may not contain comparative or qualitative descriptions, price information, calls to action or inducements to buy, sell, rent or lease. In the week prior to an election, partisan political programs may not be scheduled.

The library does not limit use of the meeting room based on the subject matter or content of the meeting or on the beliefs of affiliations of the meeting's sponsors.

Except for library and library-related programs, groups may not use the meeting room more than twice each calendar month; *limited series* of weekly or daily meeting may be scheduled at the discretion of the County Librarian. The meeting room may be reserved up to sixty days in advance.

No alcohol may be consumed in the Mariposa County Library or its grounds. A library staff member may be present at any time during the meeting at the discretion of the Librarian.

DEPOSITS

Groups using the meeting room are required to set up for their meeting, return furniture and equipment to its original location, and leave the room cleaned and in good condition. The group shall clean the facility after use. A refundable cleaning deposit of \$25.00 will be required if food and beverages are to be served. If the County Librarian decides that additional cleaning needs to be done the actual cost of cleaning, if any, shall be deducted from the cleaning deposit. If cleaning costs exceed the deposit, the group shall pay the overage.

The Library will provide only the basic community room space, utilities, and usage instruction. The library will not provide consumable supplies.

CANCELLATION OF USE OF THE COMMUNITY ROOM

The Librarian may cancel use of the community room as follows:

- Mistreatment of the facility or equipment by the user;
- Failure to meet requirements and/or conditions regarding the use of the facility;
- Failure to notify the County Librarian of the cancellation of any date(s) requested;
- The facility is rendered unusable by natural or other unforeseen events, such as earthquakes or fire;
- Failure to return the key the next day;
- If the facility is needed for overriding public necessity or emergency use.

ADVERTISING AND SOLICITATION

Distribution of handbills, circulars, notices, advertising devices or similar items is prohibited without prior approval of the County Librarian.

ADULT SUPERVISION

Youth group(s) must have adequate adult supervision as determined by the County Librarian or the library staff.

CONDUCT OF PERSONS

User group(s) shall be responsible for the orderly conduct of all persons using the premises by its invitation, whether expressed or implied. The Library staff reserves the right to eject, or cause to be ejected from the premises, any person or persons due to undesirable or objectionable conduct.

When a library staff member is on duty, he/she is responsible for the enforcement of the policies, rules, regulations, terms, and conditions governing use of the facilities and shall have complete authority over the facilities use and activities therein based upon this Policy. The employee has the authority to terminate the group(s) use for failure to comply.

DAMAGE TO FACILITY OR EQUIPMENT

The group(s) shall be responsible for any damage or loss to equipment or property. Any group or member of the group causing damage, loss or extensive clean-up will be required to pay any costs incurred.

STORAGE FACILITIES

Storage facilities are not available.

USE OF KITCHEN FACILITIES

Kitchen facilities are not available.

PAYMENT / REFUNDS

The group(s) shall pay to the County all use fees and deposits, if required, prior to use of the Community Room. If, during the actual use of the facility by the group, additional fees are assessed by the County, these fees must be paid within ten (10) days after the use. Deposits must be paid prior to use.

The group(s) is requested to contact the County Librarian's office, as soon as possible, for any cancellation of a function to allow for use by others. Deposits, if any, will be refunded.

Refund of deposits will be made by mail where no damage or loss has occurred or when no extra clean-up is required as a result of the group(s) use of facilities. In the event of charges for damage or loss, the deposit will be forfeited and additional charges made to cover damages or loss.

DECORATIONS

The use of masking tape and cellophane adhesive tape, nails, staples, screws, etc, in wall, woodwork, tables or other equipment is prohibited. All decorations must be fireproof or of fire retardant materials. Nothing shall be attached to light fixtures. Candles or other open flame devices are prohibited.

FIRE REGULATIONS

Exits shall not be obstructed and exit signs shall not be covered. At no time shall group size exceed the facility occupancy load (32) as established by the County and / or State Fire Marshal.

MISCELLANEOUS

Groups shall not disturb other activities that may occur at the library or premises.

The key for the community room must be signed for and picked up at the library check out counter during working library hours, unless otherwise arranged. The key shall be returned to the check out counter immediately after the function, or if after closing time, the first thing the next working day for the library unless otherwise instructed. A charge of \$25.00 per lost key will be levied.

Nothing shall be removed from any part of the library without prior approval.

Possession and/or display of firearms or other dangerous weapons are prohibited.

The County of Mariposa and the Mariposa County Library will not be held liable or responsible for accident and/or injury to persons or property, nor will the County or Library be responsible for loss of theft of personal property or for any equipment or items left in or on County properties.

Groups failing to comply with any part of this policy or the established procedures will be denied further use of the meeting room.