



Napa County Library
 580 Coombs Street, Napa, CA 94559
 Phone: (707) 253-4242 Fax: (707) 253-4615

COMMUNITY MEETING ROOM APPLICATION

The Napa Main Library Community Meeting Room is available: Monday through Thursday 8:35 a.m. to 8:45 p.m. Friday 8:35 a.m. to 5:45 p.m.; Saturday 8:35 a.m. to 5:45 p.m.;

Sundays are available at Director's Discretion

Non-negotiable conditions for use of the room:

1. The meeting room is not available earlier than 8:35 a.m. for any purpose, including set-up.
2. Chairs must be restacked as specified, and trash/debris in the meeting room must be cleaned up prior to vacating the room at the specified time. Violation of this condition may result in additional room charges.
3. No program may solicit donations or charge admission, other than to cover the meeting room fees.
4. No alcoholic beverages may be served. Additional restrictions are listed in the Meeting Room Policy.
5. Maximum room capacity: 95 seated or 200 standing.
6. Maximum usage: One per month with a maximum of six times per calendar year.

PLEASE NOTE: ROOM, EQUIPMENT, SET-UP AND TAKE-DOWN ARE NOT PROVIDED BY LIBRARY STAFF.

Name of organization _____

Please answer ALL of the following questions. Incomplete applications will not be accepted.

Is your organization an IRS-recognized nonprofit organization? ___Yes___ No

If the answer to last question is yes, please submit 501c3 documentation.

Where does your organization get its funding? _____

How does your organization use its funding? _____

Is your organization sponsored by or affiliated with a parent organization, business or agency? ___Yes___ No

If yes, please specify: _____

What is the purpose of this meeting? _____

Will financial profit be realized at this meeting or as a result of this meeting? ___Yes___ No

Is the meeting open to the general public to attend? ___Yes___ No

How many people are expected to attend? _____

Name of applicant _____ Phone # _____

Address of applicant _____ Fax # _____

City, State, Zip _____ Library Card # _____

Please use one form for each date requested:

Month _____ Day _____ Year _____ Hours: FROM _____ a.m./p.m. TO _____ a.m./p.m.

REQUESTED EQUIPMENT IF AVAILABLE:

____ Tables (max.20) _____ Video/DVD player & LCD projector _____ Hearing assistance devices
 _____ Chairs(max.95) _____ Microphones/PA system

I certify that I have read, understood, and will abide by the Napa County Library's Community Meeting Room Policy, and will be financially responsible for any damages and for notifying the library in advance if the meeting is canceled.

Applicant Signature _____

Date _____

LIBRARY ADMINISTRATION WILL COMPLETE THIS SECTION

A. Rental fee _____ hours X _____ hrly.rate = _____ D. Cleaning deposit _____

B. Non-res fee _____ E. Equipment deposit _____

C. Equipment fee _____ F. Room key deposit _____

A + B + C = Fees due _____ D + E + F = Deposit/s due _____

Director of Library Services/designee: _____ Approved Non Profit _____ Approved For Profit _____ Request Denied _____

By _____ Date _____

FINES AND FEES SCHEDULE

See Part 125 of Part III of the County of Napa Board Policy Manual

COMMUNITY MEETING ROOM POLICY

The Napa City-County Library complies with the Napa County Board of Supervisors' policy on meeting room use (Resolution 88-35) and endorses the American Library Association Interpretation of the Library Bill of Rights concerning Meeting Rooms (included in section 6 of this policy manual).

Purpose

The Napa Main Library Community Meeting Room (hereinafter referred to as "Room") is available for library sponsored events and for public gatherings of an intellectual, civic, cultural and/or educational nature.

The Library Director may waive specific provisions of this policy and/or establish specific requirements upon written request of the applicant if the request is reasonable and does not endanger person or property.

Policy

Conditions Regarding Use:

1. The Room may be scheduled for use by individuals or organizations upon written application, payment of fees, (if any), and approval in advance by library administration.
2. The use of library facilities for programs is not a right but a privilege. The Library Director or designee has the authority to restrict the use of the Room for library purposes or deny an applicant use of the Room based upon an applicant's prior violation(s) of the conditions for use, conditions on activities and/or restrictions under this policy.
3. The room may only be used for meetings that are open to the public and are free of charge, unless otherwise approved in writing by the Library Director or the group has rented the Room at the "For Profit" rate.
4. The room is available for use during the following hours:

Mon., Tues., Weds., Thurs.	8:35 a.m. – 8:45 p.m.
Friday	8:35 a.m. – 5:15 p.m.
Saturday	10:00 a.m. – 4:45 p.m.

Sunday

Available at Director's discretion

5. The premises must be vacated promptly on schedule.
6. The group using the room must restack the chairs in the room per posted instructions.
7. Attendance may not exceed the posted capacity of the room..
8. No individual or group may use the Room more than once per month, with a maximum of six times per year, with the exception of library-sponsored activities.
9. Cancellations of scheduled meetings should be made as far in advance as possible. Refunds may not be made for meetings cancelled less than one week prior to the reserved meeting time.

Conditions Regarding Activities:

1. Approved Room use does not imply that the library supports or endorses the group of the program taking place in the Room.
2. Any publicity about the scheduled meeting must carry the name and phone number of the organization sponsoring the meeting. Publicity for the meeting must clearly indicate that the Library is not the sponsor of the meeting. The Library address and phone number shall not be used as a contact for meeting information.
3. No signs, stickers, posters or any other information about the meeting may be displayed on County property outside of the Room, other than on the designated space on the door. Hawking, proselytizing or petitioning outside of the Room on County property is not allowed.
4. Arrangements for use of Library equipment must be made in advance of the scheduled meeting. Individuals signing up to use library equipment must know how to operate it properly and must accept full financial responsibility for damage that may occur to it while in use by them.
5. Library staff is not responsible for setting up or cleaning up the Room. Room set-up and clean-up are the responsibility of the applicant and must be done within the scheduled booking time. Individuals signing up to use the Room must accept full financial responsibility for damage that may occur to it while in use by them.
6. No individual or group may store items in the library or in the Room. The Library is not liable for items left in the Room unattended.

Restrictions:

1. The Room may not be used for:
 - Any purpose that may interfere with the regular operation of the library, both inside and outside the building.
 - Groups of less than seven people
 - Personal, company or family parties
 - Any meeting that advocates any illegal activity
 - Programs which solicit donations, charge admission or derive a profit as a result of the meeting taking place unless the group has the written approval of the Library Director or has rented the room at the "For Profit" rate.
 - Youth groups (ages 18 and under), unless sponsored and supervised by adults.

2. The following activities are not permitted in the room:
 - Smoking
 - Serving alcoholic beverages, except the serving of wine or champagne as described in the following section entitled "SERVING OF WINE"
 - Animals (guide dogs excepted)
 - Use of candles
 - Noise that disturbs patrons using other parts of the Library

Serving of Wine

Wine or champagne may be served at adult-only programs held during non-business hours of the Library with the approval of the Library Director. Wine education programs held in the Room during business hours may serve a limited number of small samples of wine for the purpose of education. All other alcoholic beverages shall be prohibited.

Any non-County person or organization that proposes, and is approved, to serve wine and/or champagne must furnish to the Library Director a Certificate of Insurance indicating liquor liability or host liquor liability as part of their general liability policy with a minimum coverage of One Million Dollars. Said certificate must name the County of Napa, its officers, agents and employees as additional insured.

Parking

The Napa Main Library's main parking lot has a 2-hour limit between 8:00 a.m. and 5:00 p.m. Monday through Friday. Violators are ticketed.

Terrace

The Library Use Policy of the Napa City-County Library applies to the Library's terrace with the exception that food, smoking and non-alcoholic beverages are allowed.

Rental Fees

Rental fees are established annually by the Library Commission and the Napa County Board of Supervisors (see the Fines and Fees Schedule in Section 3 of this policy manual). Applicable fees are to be paid upon application, preferably no less than two weeks before the scheduled event. These fees may include: hourly rate, cleaning deposit, equipment deposit, and/or key deposit. Missing or damaged equipment will be charged at cost to repair or replace. Napa County departments are exempt from deposit payments. Programs for which fees have not been paid by one week before the scheduled program may be canceled and the meeting time made available for other groups.

American Canyon Library

The American Canyon Library, a branch of the Napa City-County Library, community meeting room may be used under the same conditions and requirements as stated above. Attendance may not exceed the posted capacity of the room.

Calistoga Library

The Calistoga Library, a branch of the Napa City-County Library, does not have a separate meeting space for community use. However, the children's section of the Calistoga Library is made available to the Friends of the Calistoga Library for periodic meetings and book sales. In

accordance with County policy, a Library staff person is required to be on duty whenever the Library space is utilized by the Calistoga Friends.

Yountville Library

The Yountville Library, a branch of the Napa City-County Library, does not have a separate meeting space for community use. The Library is made available to the Friends of the Yountville Library for periodic meetings. In accordance with County policy, a Library staff person is required to be on duty whenever the Library space is utilized by the Yountville Friends.

Revised 2-8-02
Revised 10-26-10; Resolution 2010-136

PART 125

LIBRARY

- Sec. 125.010 General
- Sec. 125.015 Overdue Fines
- Sec. 125.020 Community Room
- Sec. 125.025 Library Cards
- Sec. 125.030 Equipment Use
- Sec. 125.090 Miscellaneous Fees

Sec. 125.010. General

The fees set forth in this Part shall be paid to the Napa City-County Library.

Sec. 125.015. Overdue Fines

The fees for overdue books (no grace periods allowed) shall be as follows:

- | | | |
|-----|---------------------------------|--|
| (a) | Adult and Young Adult Materials | \$0.20 per day/item
\$6.00 maximum/item |
| (b) | Children's Materials | \$0.10/day/item
\$6.00 maximum/item |

Sec. 125.020. Community Room

The fees to rent the Library Community Room shall be as follows:

- | | | |
|-----|--------------------------------------|--------------|
| (a) | For non-profit organizations: | |
| | (1) Rental fee, first 2 hours | No Charge |
| | (2) Rental fee, each additional hour | \$50.00/hr. |
| | (3) Non-resident fee | \$50.00/use |
| (b) | For private or commercial groups: | |
| | (1) Rental fee | \$100.00/hr. |
| | (2) Non-resident fee | \$100.00/use |
| (c) | Cleaning Deposit | \$100.00/use |

- | | | |
|-----|------------------------------------|-------------------------------|
| (d) | Equipment Deposit | \$200.00/use |
| (c) | Missing or damages equipment | Cost of repair or replacement |
| (f) | Community Meeting Room key deposit | \$100.00 |

Sec. 125.025. Library Cards

The fees for the following library cards shall be as follows:

- | | |
|---|--------------------|
| Referral of a delinquent library card
account to a collection agency | \$45.00\occurrence |
|---|--------------------|

Sec. 125.030. Equipment Use

- (a) The fees to use the Library-owned equipment (except microphones) by groups using library meeting facilities shall be \$25.00 per use.
- (b) Groups using the Library-owned equipment in the Community Meeting Room shall be charged the cost of repair or replacement for any missing or damaged equipment.

Sec. 125.090. Miscellaneous Fees

- | | | |
|-----|---|-------------------------------------|
| (a) | Fee for lost or destroyed materials
Processing fee for lost or destroyed materials | Cost of materials
+ \$10.00/item |
| (b) | Copying and printing:
(1) Black and white
(2) Color | \$0.10/page
\$0.50/page |
| (c) | ILL outside SNAP or SuperSearch
(Inter-Library Loans outside
of Solano-Napa & Partners agreement) | \$2.00 |
| (d) | Minor damage of library item or loss of a
component as follows:
(Lost parts of a kit are not replaceable. Full cost of kit is charged.) | \$5.00 |
| (e) | Loss of single, replaceable cassette from set | \$10.00 |
| (f) | Napa County Returned Check/Administrative Fees | \$45.00 |



A Tradition of Stewardship
A Commitment to Service

Napa County Library

580 Coombs St.
Napa, CA 94559
www.napalibrary.org

Main: (707) 253-4243
Fax: (707) 253-4615

Danis Kreimeier
Director of Library Services & Community Outreach

Dear Napa Library Community Room User:

This is to advise you of a change in the requirements for using the Community Meeting Room of the Napa Main Library.

Effective immediately, groups using the meeting room are required to stack the chairs as designated on the enclosed diagram when your meeting is finished. The diagram will also be posted on the wall in the room.

Groups that do not restack the chairs as shown will be billed for the cost of library staff providing that service.

We appreciate your cooperation and hope that this will make the room more organized for all who use it.

Sincerely,

Danis Kreimeier
Director of Library Services and Community Outreach

Napa Main Library
580 Coombs Street
Napa, CA 94559
(707) 253-4241

American Canyon Branch
300 Crawford Way
American Canyon, CA 94503
(707) 644-1136

Calistoga Branch
1108 Myrtle Street
Calistoga, CA 94515
(707) 942-4833

Yountville Branch
6516 Washington Street
Yountville, CA 94599
(707) 944-1888



CHAIRS MUST BE STACKED AS SHOWN BELOW.



