



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 _____

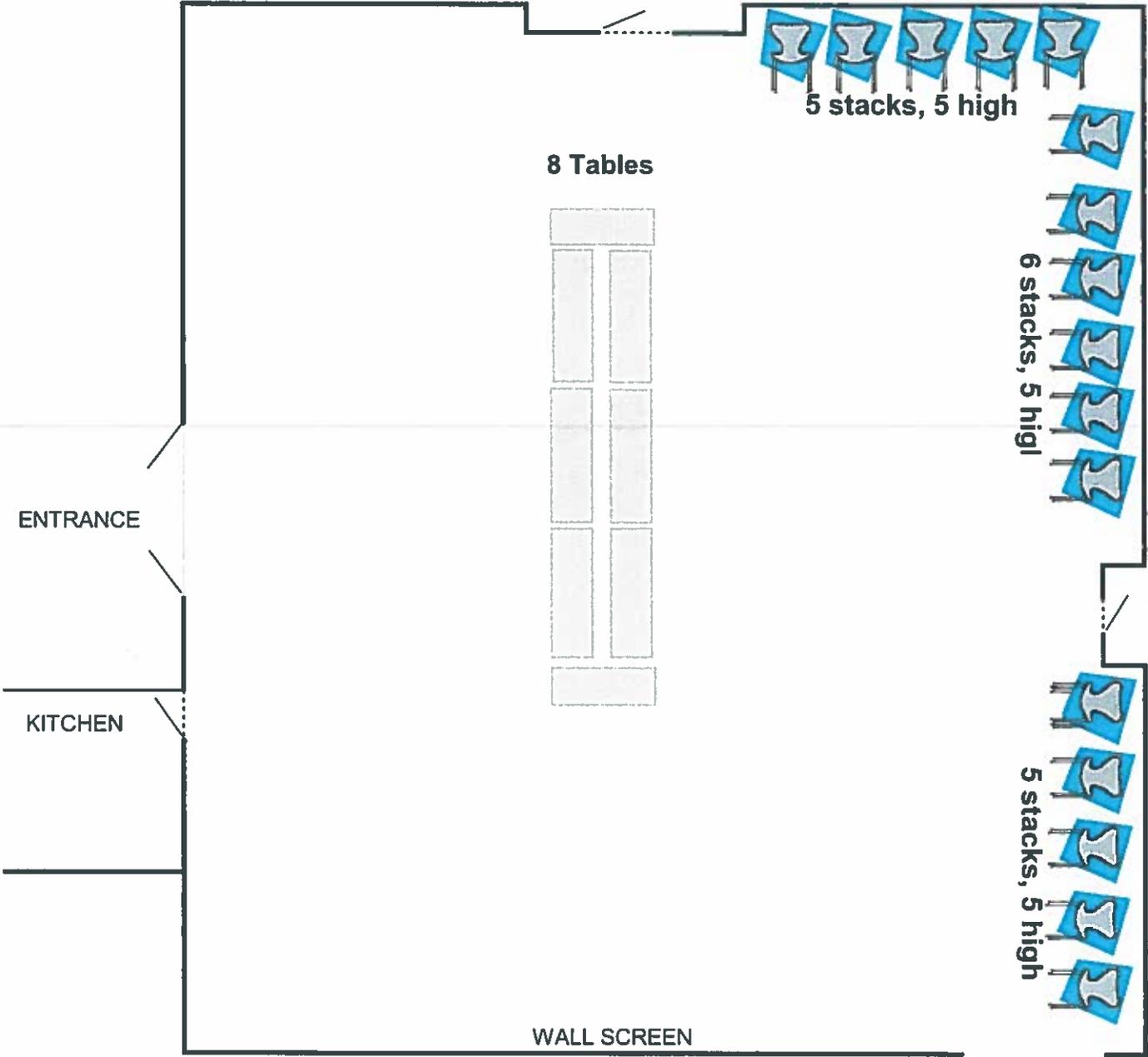
A + B + C = Fees due _____ **D + E + F = Deposit/s due** _____

Deposit received _____ Dep. Returned _____

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

By _____ Date _____

ROOM MUST BE LEFT AS SHOWN BELOW



Tues., Fri., Sat., 10:00 a.m. – 5:15 p.m.
Weds., Thurs., 1:00 p.m. – 7:45 p.m.

5. The premises must be vacated promptly on schedule.
6. The group using the Rooms must restack the chairs in the Rooms per posted instructions.
7. Attendance may not exceed the posted capacity of the Rooms.
8. No individual or group may use the Rooms 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 Rooms use does not imply that the library supports or endorses the group of the program taking place in the Rooms.
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 Rooms, other than on the designated space on the door. Hawking, proselytizing or petitioning outside of the Rooms 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 Rooms. 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 Rooms 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 Rooms. The Library is not liable for items left in the Rooms unattended.

Restrictions:

1. The Rooms 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

FINES AND FEES SCHEDULE

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

COMMUNITY MEETING ROOM POLICY

The Napa 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 Library Community Meeting Rooms (hereinafter referred to as "Rooms") 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 Rooms 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 Rooms for library purposes or deny an applicant use of the Rooms based upon an applicant's prior violation(s) of the conditions for use, conditions on activities and/or restrictions under this policy.
3. The Rooms 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 Rooms at the "For Profit" rate.
4. The Napa Main Library 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

The American Canyon Community Room is available for use during the following hours:

- 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 Beer and Wine

Beer, 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. Beer and wine education programs held in the Rooms 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 3-hour limit between 8:00 a.m. and 6:00 p.m. Monday through Friday. Violators are ticketed.

Terrace

The Library Use Policy of the Napa County Library applies to the Library's terrace with the exception that food 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.

Calistoga Library

The Calistoga Library, a branch of the Napa 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 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
Revised 5-22-18; Resolution 2018-67

PART III
FEES

125.010-125.020

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 County Library.

Sec. 125.015. Overdue Fines.

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

- (a) Adult Materials \$ 0.25/day/item
\$ 10.00 maximum/item

Sec. 125.020. Community Room.

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

- (a) For non-profit organizations – 501c(3) and 501c(4)
 - (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

PART III: FEES

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|-----|------------------------------------|-------------------------------|
| (c) | Cleaning Deposit | \$100.00/use |
| (d) | Equipment Deposit | \$200.00/use |
| (e) | Missing or damaged 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 | \$ 10.00/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 | Cost of materials |
| (b) | Copying and printing: | |
| | (1) Black and white | \$ 0.10/page |
| | (2) Color | \$ 0.50/page |
| (c) | The borrower is financially responsible for late fees, damage or loss of materials borrowed via ILL and/or Link+, and additional charges may be imposed by the lending library. Excepting for charges beyond overdue fines to be written to the lending library and submitted to the Napa County Library. A fee of up to \$115 may be imposed for lost or damaged Link+ items. Napa Valley College and Solano Community College will set their own fee/fine schedule. | |
| (d) | ILL \$
(Inter-Library Loans outside of Link +) | \$ 5.00 |
| (e) | Minor damage of library item or loss of a component as follows: | \$ 5.00 |

PART III: FEES

(Lost parts of a kit are not replaceable. Full cost of kit is charged.)

- | | | |
|-----|--|----------|
| (f) | Loss of single, replaceable CD from set | \$ 10.00 |
| (g) | Napa County Returned Check/Administrative Fees | \$ 45.00 |

