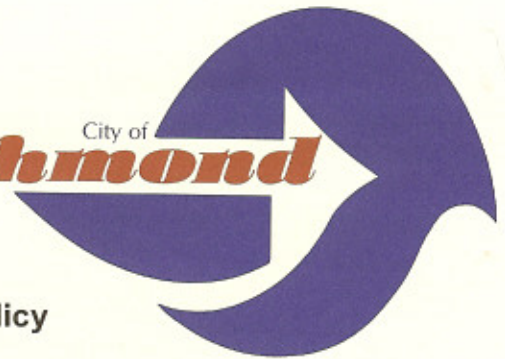


RICHMOND PUBLIC LIBRARY

City of  
**Richmond**



**Richmond Public Library  
Madeline F. Whittlesey Community Room Policy**

The Library allows use of the Community Room by non-profit groups and organizations (hereafter referred to as groups) when the room is not needed for activities sponsored or co-sponsored by the Library. Such programs have priority over other uses of the room. **The Library reserves the right to revoke or modify this policy and its regulations in order to adapt to the operational needs of the Library.**

**Meetings and activities MUST be open to the public at NO CHARGE.**

Groups may conduct customary activities such as collecting dues from members. **No admissions fees may be charged nor products or services sold.** The one exception is that groups formed to support the Library may use the room for fund raising activities in support of the Library.

**Availability, Use, and Occupancy**

The Library can impose reasonable conditions for the use of the room to ensure that public property is not being damaged and that the safety and welfare of the public is maintained. The Library may collect reimbursement for any damage or additional costs incurred.

The Library reserves the right to attend any meetings held in its facilities to verify the Library's policies are being upheld and that no illegal activities take place on the premises.

- The room is available from 8 a.m. to 10 p.m. **Groups must be out by 10 p.m.**
- **Limit 1 booking on one day per month, for a maximum of 6 months.**
- The Library reserves the right to collect fees for use, which shall be \$12.50 per hour, or any part of an hour. **The fee must be paid in advance.**
- **The room shall be left in the condition in which it was found,** chairs arranged auditorium style (see drawing posted in room). There is no custodial service during the day, and *staff members are not free to leave library duties to arrange the room or perform any services.*
- The Friends of the Richmond Public Library have generously supplied blackout drapes and a wall-mounted movie screen. **Non-Library groups must provide their own equipment such as projectors,** etc. To use the screen, *notify staff when reserving the room.*
- **Smoking is not allowed** in City buildings.
- Non-alcoholic beverages may be served. **Food, cooking, and alcoholic beverages are prohibited.**
- **BY ORDER of the City Fire Marshal, the number of people in the room shall not exceed the posted limit (100 auditorium style, 60 if tables are used).**

## Eligibility Requirements

Any group using the room must meet the following eligibility requirements and ensure that their activities are not disruptive of the Library in any way. Such inappropriate activity will result in immediate eviction and denial of future room use.

- Groups eligible to rent or use the Community Room are **City and other governmental organizations; non-profit public, private, civic, cultural, educational, and charitable groups and organizations**. The Library makes the room available to a wide variety of groups; however, this does not include for-profit groups.
- **Youth groups must have an adult (age 18 or older)** responsible for the proper use of the room and adherence to policy rules.

Library personnel have authority over the use of the room. **To book the room, call the Children's Room at (510) 620-6557.**

## Access to the Room

- **On holidays and when the Library is closed**, the fee must be paid and key picked up the **day before** the scheduled use of the room.
- **If the fee is not paid by five minutes prior to the meeting, the meeting may not take place there.**
- **"No Shows"** may be denied future use of the room.
- Access to the room is restricted to the hours booked. **Always include set-up and tear-down time as part of hours booked.**
- **The key must be returned in the mail slot across the patio immediately** after the meeting is over and the Community Room is locked and secured.