



San Diego County Library

Policy and Procedure Manual

O.14

COMMUNITY ROOM POLICY

BACKGROUND

In keeping with its role as a community center and gathering place, the County Library makes its Community Rooms available to community organizations that promote social welfare and primarily promote the common good. This policy covers the use of Community rooms owned by the San Diego County Library for meetings, workshops, educational trainings, and events when not in use by the library.

O.14.1 PURPOSE

To provide guidelines for appropriate use of Library Community Rooms owned by the San Diego County Library (SDCL).

Exemptions

The following Community Rooms are operated by non-County Library entities.

- Lincoln Acres: San Diego County Parks and Recreation Department
- Encinitas: The City of Encinitas
- Solana Beach: San Dieguito School District

The above locations are governed under the separate policies of those organizations. Room reservations are made directly through them.

O.14.2 POLICY

San Diego County Library branches look to groups and organizations in the community to help increase our impact through strategic collaborations. These include civic and community service organizations that are organized and operated exclusively for public benefit with charitable, scientific, literary, cultural or educational purposes. Examples of this type of organization are schools, colleges, community groups, non-profit organizations, faith-based institutions, etc. that make

a collective difference. Businesses and for-profit agencies that are not affiliated with the Library are ineligible for meeting room reservations.

O.14.3 GUIDELINES

Community Room Rules

1. Community Rooms are available for use by organizations and groups engaged in educational, cultural, intellectual, or charitable activities, such as governmental agencies, civic and community service organizations, and local clubs. Organizations must demonstrate registered nonprofit status prior to use of community room. If Library staff is unable to confirm non-profit status, they may request additional information to support status verification. Electioneering, political campaigning, and/or advocacy is not permitted.
2. All programs and meetings are open to the general public and may not be restricted to members of the organization sponsoring the event, with the following exceptions.
 - a) Governmental agencies, upon application approval.
 - b) Civic organizations with approval from Library Director or delegated authority.
3. Community rooms are not available to conduct religious ceremonies or services.
4. All groups will be treated equally when making bookings, with the following exceptions which take priority:
 - a) Library sponsored events, including library affiliated programs, services, and classes.
 - b) Events coordinated by San Diego County departments, including but not limited to public services, outreach, or community engagement efforts (e.g., Registrar of Voters-led election activities).
 - c) The Library may, at its discretion, enter into temporary usage agreements with other entities that require priority access for a defined period (e.g., instructional series hosted by a partner organization, planning projects involving multiple public hearings).

- d) Based on facility emergencies or improvement projects, bookings may be canceled or modified. In these cases, customers will be given as much notice as possible.
5. Generally, rooms are available only during the hours the library is open to the public. The Community Room must be vacated 30 minutes prior to library closing time. However, community rooms at some locations may be available at other times, providing they can be accessed separately from the rest of the library. Keys/badges to these rooms, and instructions, will be provided in accordance with the San Diego County Library Policy O.36 Keys, Locks, and Security Control.
 6. If a key/badge is not returned promptly, the individual that made the reservation will have a \$200 rekeying/badge replacement charge assessed to their library account. Failure to pay may result in the account being referred to a collection agency.
 7. All applicants must possess a valid and verified San Diego County Library Card and complete the Community Room reservation process online, including name of person responsible for booking, library card number, contact email and phone number, and organization's name. Those unable to book online may contact the branch to have staff assist with booking online on their behalf.
 8. After filling out the online application, the reservation is tentative until approved by library staff.
 - a) If an eCard was used at the time of online booking, staff will verify customer valid photo ID and convert to Standard Card prior to room use.
 - b) If the application is on behalf of a 501(c)(3) or 501(c)(4), staff will verify the organization's status at <https://apps.irs.gov/app/eos/> prior to approval. EIN must be provided on application.
 - c) Government, civic, and service agencies without an EIN will be asked to enter their full agency name and the service provided on the application.
 - d) Approval of community room reservations by community partners and/or civic organizations is at the discretion of the branch managers and department heads.

9. Cancellations must be made at least 24 hours in advance. In the event that cancellation by the Library is necessary, every reasonable effort will be made to notify the applicant at least 24 hours in advance.

a) Modifications to existing reservations are not guaranteed and are subject to availability. Modifications must be made 7 days prior to reservation date.

Usage Guidelines

1. Reservations may be made no more than 3 months and no fewer than 7 days in advance.
2. Authorization to use a Community Room is not transferable to another group and/or organization.
3. Groups may use the Community Room a maximum of once per week.
4. Groups may reserve the Community Room for ongoing meetings up to three months in advance, subject to availability. Groups can only maintain 12 active reservations at one time.
5. Groups may not charge fees for admission or for services provided. Donations collected within the room at a meeting must not benefit a particular person but be used for charitable purposes or for the maintenance of a non-profit group.
 - a) The sale of books and other media by authors or performers as part of a library program is permitted.
6. The San Diego County Library does not advocate or endorse the viewpoints of meeting room users and the San Diego County Library name may not be used on flyers or promotion.
 - a) All advertisements for events using the Library meeting facilities must contain the disclaimer: "The County of San Diego Library does not advocate or endorse the views or positions expressed by the users of its facilities."
 - b) The address of the library can be publicized as the location of the meeting or event, but the branch telephone number may not be placed on the publicity as the Library is not to be included in the publicity as a source of

information concerning the event.

- c) The organization is responsible for all publicity relating to their meeting or event and must clearly identify the sponsoring organization.
 - d) Publicity/flyers announcing the event must be preapproved by branch staff prior to the event.
 - e) Non-library-sponsored events will not be included in the library's calendar or publicity.
7. Exercise class attendees must sign the County's waiver before attending the program.
 8. Due to security and space concerns, the Library is unable to provide storage for users of the Community Room. No deliveries are to be made unless an agent of the sponsoring organization is present to accept them during the hours of the group's approved booking.
 9. The number of attendees shall not exceed the capacity specified, as posted by the Fire Marshal.
 10. All attendees must abide by the San Diego County Library's Rules of Conduct. Refer to Policy O.45 Customer Conduct.
 11. Smoking, vaping, and alcoholic beverages are not permitted, including at after-hours events or within 20' of an exit.
 12. The distribution of food and drink at public events and meetings is regulated by the Department of Environmental Health and Quality (DEHQ). In order to serve food and drink in library spaces, organizations must first contact DEHQ with sufficient time to determine if a permit is needed. The organization booking the room is responsible for ensuring DEHQ guidelines are being followed.
 - a) DEHQ Temporary Event Team: fhdtempevents@sdcounty.ca.gov, (858) 505-6809.
 - b) Kitchen facilities or equipment are not provided by the library, except at select branches. Library kitchens are not permitted facilities and do not have space for food preparation or utensil cleaning and may be used only with authorization from library staff.

- c) Protective mats or tablecloths must be used on tables when refreshments are being served.
13. Noise level should not interfere with ongoing library activities or violate local ordinances and is subject to regulation by Library Staff.
 14. The organization will be responsible for setting up the room and leaving the room in good condition as directed by Library Staff. This is to be done within the hours booked by the organization.
 15. Organizers or organizations should ensure there is no obstruction of fire alarms, emergency doors, and or main entrance(s) and exits.
 16. Organizations using the Community Room agree to assume full liability for any losses or damage which may occur to the building or its contents beyond reasonable wear and agree to pay the costs for such losses or damages immediately upon notification. A custodial clean-up fee of \$200 will be charged to any group or individual when the room is not returned in good condition, and the organization responsible may be denied future use. If not promptly paid, these charges will be assessed to the library account used to secure the reservation. This may result in the account being reported to a collection agency.
 17. The applicant is responsible for managing orderly behavior of all attendees. The Library may require the applicant to provide adequate security services. Insurance may be required. Adult supervision is required for any group of minors under 18 years of age. Misconduct by participants, failure to abide by these rules, and/or misrepresentation on the application may result in rejection of an individual or organization's application and/or being suspended from future use.
 18. The Library Director has final authority over all matters pertaining to the use of the Room. The Library Director or their delegated authority may waive any portion of this policy for a specific need.

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