

Universal City Public Library Activity Room Policy

Universal City Public Library offers one general activity room for use free of charge for public use. Its intended purpose is designed to meet general informational, educational, cultural, and civic needs for group meetings or collaborative work. The activity room may be used only during library operating hours and has a seating capacity of 12 with a minimum of 4. The library and the City of Universal City do not endorse the beliefs or policies of any group or organization using the Activity Room. Use of the Activity Room is subject to availability and compliance within the terms of this policy.

- The Activity Room is not designed for purely social purposes or events. Unacceptable use of the Library's Activity Room includes, but is not limited to the following:
 - Weddings and/or showers
 - Family reunions
 - Individual or private parties
 - Banquets
 - Dances
 - Memorial services
 - Political campaign events
 - Meetings that directly support or benefits a political issue or candidate
 - Religious services
 - Commercial uses in which personal or business profits are the main intent.
 - Any type of sales or monetary solicitation
 - Any event or classes that involve any type of material that can cause damage to the room or furnishings.

- Acceptable usage of the library's Activity Room includes, but is not limited to:
 - Library sponsored activities and programs
 - Universal City meetings and programs
 - Meetings for community service organizations and other civic, recreational, or educational groups
 - Religious study groups

- No food or drinks (with the exception of covered drinks such as water, tea, coffee, or drinks contained by a secure top) are permitted. Sodas, red, blue and purple drinks are not allowed. No alcohol, tobacco products or electronic cigarettes are permitted in the Activity Room.

- The Activity Room is not soundproof and sharing confidential information is highly discouraged. Groups, organizations, and individuals are asked to maintain a moderate noise level to avoid disruption to library patrons.

- Misuse or damage of the Activity Room will result in the loss of use privileges. Destruction or defacement of library property will not be tolerated, and the individual will be required to bear the cost of any damage to the Activity Room or its contents.
- All Activity Room users are subject to the Library's *Patron Code of Conduct*. Staff reserves the right to request an individual to leave the premises should an individual's conduct not be in conformance with this Code. This decision may be appealed to the Director whose decision is final.
- The Activity Room may not be used for storage of equipment, supplies, or personal effects prior or after use of the space. The Library is not responsible for the loss of, or damage to, personal property left unattended in the Activity Room. Any property left unattended may be removed by staff.
- Nothing may be attached to the walls, ceiling, floor, or furnishings. Products or materials that can permanently stain or damage the floor, walls, or furniture are not permitted.
- The number of individuals occupying the room shall be limited to the maximum room capacity, as established by the Fire Marshal, and all exits shall be unlocked and unblocked. Open aisles must be maintained in seating arrangements to allow clear access to room exits.
- Limited assistance with equipment supplied by the library may be available. The library cannot provide operators for equipment not supplied by the library.
- The Activity Room must be vacated 15 minutes prior to closing to allow time for staff to properly close the library. Groups are responsible for their own set-up, break-down and clean-up within the time scheduled for usage. The Activity Room and furnishings must be left in its original condition—neat, clean, and undamaged.
- Per the Library's *Unattended Children Policy*, children may not be left unattended in the Activity Room.
- The library reserves the right to have a staff member present at any event to observe or monitor.
- The library will not serve as a point of information referral for patrons that may have questions regarding use of the Activity Room by a group or organization outside of the library's own programs or sponsored programs.

- The Library Director has the authority to end meetings and close any of the rooms as deemed necessary to protect the health, safety and welfare of individuals and property, and to maintain proper use of the library facility.

RESERVATIONS

- No library card is required to use the Activity Room; however, a completed reservation form is required to use the Activity Room. An organization or activity representative must fill out a reservation form for use of the room and submit it to a library staff member.
- The applicant must be at least 18 years of age or older and be present during the use of the room.
- The reservation form must include the name of the organization, type of organization, time desired, purpose of the meeting, and the name, telephone number, and email address of the person who will be responsible for the group.
- Reservations are made on a first-come, first-served basis, and reservation forms are subject to quarterly renewals. Groups or organizations may reserve a room up to 12 times in a 3-month period. Quarterly renewal dates are as follows.
 - December 1 (1st quarter)
 - March 1 (2nd quarter)
 - June 1 (3rd quarter)
 - September 1 (4th quarter).
- Although the Library will make every effort to avoid scheduling library-sponsored events which conflict with previously scheduled public uses of the Activity Room, in the event that such conflicts arise, Library use will supersede public use.
- Reservations made for the Library's Activity Room will be cancelled in the event weather forces the closure of the library. The library will attempt to contact the individual who reserved the room; however, it cannot be guaranteed if weather deems it unsafe for employee travel. It is the responsibility of organizations and individuals reserving the space to find out if the library has been closed due to weather.
- Patrons that fail to contact staff to cancel or reschedule a reservation prior to start time, and do not arrive within 15 minutes of the scheduled start time will be considered no-shows and

the reservation forfeit. A forfeit reservation counts toward the maximum number of reservations per month.

- Patrons who repeatedly (on three (3) or more occasions) fail to notify the library of cancellations or are considered no-shows for reservations will lose the privilege of reserving the Activity Room in advance for a three (3) month period.