

## MEETING ROOM USE APPLICATION RULES AND REGULATIONS

- 1) Neither the Library nor the City endorses the opinions expressed by, or the basic purpose of, any outside group using Shepard Hall.
- 2) Priority for use of Library Meeting Rooms are as follows in descending order:
  - a) Library, Friends, Foundation, and their related activities.
  - b) City and City-related activities.
  - c) Non-profit organizations.
  - d) All other users (commercial and private) approved by the Librarian or his or her designee.
- 3) Meeting rooms available to the public include:
  - a) Shepard Hall – Capacity: 150 standing only, 120 seated, or 80 seated at tables.
  - b) Dorothea Nelson Conference Room – Capacity: 14 seated.
  - c) Learning Center – Capacity: 75 standing only, 60 seated, or 40 seated at tables
- 4) No admission fees may be collected by the applicant for the event and no sale of goods or services are allowed in any Library meeting room.
- 5) Bookings will be scheduled at least two (2) weeks in advance, but not more than three (3) months in advance.
- 6) Reservations are made through the City's website, or by completing the Meeting Room Application, and contacting the Library Department Secretary, at (805) 925-0994, ext. 2321. Reservations must be cancelled 24 hours prior to the use of the room and will incur a cancellation fee of \$30.
- 7) Shepard Hall and the Learning Center may be used during regular Library hours. Extended use is available after hours for an additional fee. The Dorothea Nelson Conference Room is available between 9:00 a.m. and 5:00 p.m. weekdays.
- 8) Fees for meeting rooms will be paid in advance at the following rates:
  - a) For non-profit organizations:
    - Shepard Hall: \$125 for a half day (up to four hours)/\$253 for a full day (up to eight hours).
    - Learning Center: \$88 for a half day (up to four hours)/\$183 for a full day (up to eight hours).
    - Nelson Room: \$45 for a half day (up to four hours)/\$95 for a full day (up to eight hours).
  - b) For City residents:
    - Shepard Hall: \$220 for a half day (up to four hours)/\$460 for a full day (up to eight hours).
    - Learning Center: \$140 for a half day (up to four hours)/\$300 for a full day (up to eight hours).
    - Nelson Room: \$55 for a half day (up to four hours)/\$120 for a full day (up to eight hours).
  - c) For all other users (commercial and private):
    - Shepard Hall: \$275 for a half day (up to four hours)/\$575 for a full day (up to eight hours).
    - Learning Center: \$175 for a half day (up to four hours)/\$375 for a full day (up to eight hours).
    - Nelson Room: \$70 for a half day (up to four hours)/\$150 for a full day (up to eight hours).
  - d) For staff assistance with computers or AV equipment, an additional \$13 per hour.
  - e) For before or after-hours use of the meeting rooms, an additional \$20 per hour.
  - f) For Library or City sponsored activities, no charges.
  - g) For Art Exhibit/Reception, \$20 for three hours.
  - h) Amenities permit (kitchen use), \$16.
- 9) Meeting room details:
  - a) Users will be responsible for communicating equipment needs to Library Administration when the reservation is made. Users will be responsible for set up of all tables, chairs and equipment in Shepard Hall and the Learning Center.
  - b) The Library is unable to control the climate of the room-user(s) may want to communicate this to their guests.
  - c) Users must notify the Circulation Desk when they are finished with the room.
  - d) General cleanup of the rooms must be done by user(s) before leaving – food/beverages placed in trash bags provided and placed by exit door, tables wiped clean, etc. Users will be responsible for tear down of all tables, chairs, and equipment in Shepard Hall, properly placing them back in storage.
- 10) Organizations using meeting rooms must inform Library Administration in advance of any plans to serve food or beverages. Requests to serve alcoholic beverages at a function require a permit from the California Department of Alcoholic Beverage Control at (805) 541-7143, must be cleared by the City Librarian, and possibly, the Police Department.
- 11) The applicant is responsible for monitoring the actions of all guests and enforcing all facility policies.
- 12) User shall indemnify, defend, and hold harmless the City, its directors, officers, and employees, from and against all injuries, losses, or damages arising out of, or relating to, User's use of Shepard Hall.
- 13) Meeting Room privileges may be cancelled at any time by the City Librarian.
- 14) **Per fire codes, the room capacity may not be exceeded. Organizations using the Meeting Room are responsible for enforcing fire safety occupancy limits. If there is a need to call the Fire or Police Department due to exceeding capacity, there will be a \$250 charge.**



City of Santa Maria  
 Santa Maria Public Library  
 421 South McClelland Street  
 Santa Maria, CA 93454-5116  
 (805) 925-0994, Ext. 2321  
 Fax: (805) 922-2330  
 www.cityofsantamaria.org



## Meeting Room Application

(This Permit is Not Transferable)

### ROOM REQUESTED:

- SHEPARD HALL (1<sup>ST</sup> FLOOR)  
 LEARNING CENTER (1<sup>ST</sup> FLOOR)  
 DOROTHEA NELSON CONFERENCE ROOM (2<sup>ND</sup> FLOOR)

### DATE OF EVENT:

Applicant Name: _____		Phone: _____		Evening: _____	
Address: _____		_____		Fax: _____	
Street		City		State Zip Code	
Contact Person(s) present at Event: 1) _____ 2) _____					
Organization Name: _____					
<input type="checkbox"/> Profit <input type="checkbox"/> Non-Profit <input type="checkbox"/> Other (describe) _____ <small>Nonprofit designation: A 501(c) nonprofit organization must submit a copy of their IRS determination letter showing nonprofit status with their application to ensure nonprofit rates.</small>					
Event Name/Title: _____					
Type of Event: <input type="checkbox"/> Meeting <input type="checkbox"/> Social <input type="checkbox"/> Other (describe): _____				Expected attendance: _____	
Actual Hours Rented: _____		From Start Time: _____		To End Time: _____	
Event/Meeting -- Begins at: _____			Ends at: _____		
If there is a public component, how will it be advertised? _____					
Equipment: <input type="checkbox"/> No equipment required <input type="checkbox"/> Other _____					
<input type="checkbox"/> Podium	<input type="checkbox"/> DVD/BluRay	<input type="checkbox"/> Whiteboard w/Markers	<input type="checkbox"/> Handheld Wireless Microphone (1)		
<input type="checkbox"/> Projector	<input type="checkbox"/> Flat Screen TV (32 in.)	<input type="checkbox"/> P/A System/with	<input type="checkbox"/> Lavalieri Microphone (2) Qty _____		
<input type="checkbox"/> Projector Screen	<input type="checkbox"/> Easel (2) Qty _____	<input type="checkbox"/> Handheld Microphone (1)	<input type="checkbox"/> Microphone stand --		
<input type="checkbox"/> Wi-Fi			Table top <input type="checkbox"/> Standing <input type="checkbox"/> Both <input type="checkbox"/>		
<input type="checkbox"/> Video Production Services Requested for Shepard Hall? <small>Contact Santa Maria Community Television at (805) 925-0951, Ext. 2501 or <a href="mailto:asutterfield@cityofsantamaria.org">asutterfield@cityofsantamaria.org</a></small>					
Food/Beverages:					
<input type="checkbox"/> Food & Beverages <b>will not</b> be served		<input type="checkbox"/> Food & Beverages will be served		<input type="checkbox"/> Kitchen (Shepard Hall) <input type="checkbox"/> Alcohol will be served (Requires approval, See Rule #10)	
Payment/Fees:					
Total Fees: _____ Fees are due and payable at time of booking or no less than two (2) weeks prior to event. Paid <input type="checkbox"/> Yes <input type="checkbox"/> No					

Checked by: \_\_\_\_\_

LIBRARY DEPARTMENT SECRETARY

Applicant Signature

Date

Approved By: \_\_\_\_\_

LIBRARY DIRECTOR

**Applicant must ensure that all rules and regulations are communicated to their representatives prior to their entering the hall.**