

Meeting Room Policy

REDWOOD CITY PUBLIC LIBRARY | redwoodcity.org/library | 650.780.7020



Redwood City Public Library Meeting Rooms

The Redwood City Library's mission is to cultivate community by welcoming all people to experience the shared joys of literacy and learning. The Library has meeting rooms available for public use by organizations for educational, cultural, intellectual, civic, or charitable activities.

Requests for the use of the meeting rooms will be approved according to the following priorities:

1. Library programs and meetings, including events co-sponsored by the Library with other community groups
2. Library related groups (e.g. Friends of the Library or Library Foundation)
3. Other City of Redwood City departments
4. Other governmental and civic entities directly serving Redwood City residents
5. Public, private, and not-for-profit educational, cultural, intellectual, civic, or charitable organizations
6. Other groups not described above and not excluded as provided in this policy

General Information and Rules for Room Use:

- Groups utilizing library meeting rooms shall not discriminate against any individuals or groups of individuals because of race, religion, creed, color, national origin, sex, sexual orientation, gender identity, age, physical or mental disability, or citizenship.
- The meeting rooms may not be used for meetings that encourage, promote, or incite illegal activity or violence against or physical injury to individuals or groups of individuals.
- Private events or social uses such as parties and play groups are prohibited.
- Commercial uses and advertising, admission fees, donations, raffles, collections, fees, or other sales are prohibited except as provided in this policy, including use by any organization making sales or solicitations for any type of product or service, including non-profit or community groups and for-profit or private business organizations.
- The Library Director may approve use of meeting rooms for certain events, such as training workshops, for which an attendance fee is charged. In these cases, the event organizer must collect all fees from registrants. The Library will not assist in collecting or processing such fees.
- Organizational dues or nominal amounts to cover the cost of refreshments may be collected. Library-sponsored or co-sponsored events for organizations whose purpose is to provide financial support to the Library (for example, Friends of the Library or Library Foundation) may have collections during Library fund-raising events, including book sales, lectures, and similar occasions.
- Use of meeting rooms must take place during Library business hours. Events should end at least 30 minutes prior to the Library's closing time, with sufficient time to ensure that the room is cleaned and restored to the condition in which it was found 15 minutes prior to Library closing time.

- Groups are responsible for the set-up and clean-up of the meeting room within the timeframe of each reservation. The room should be returned to the original condition it was made available. If clean-up by the group is not satisfactory or requires Library staff to stay past normal hours of operation, the individual/ community group will be charged for any labor and expenses incurred by the Library for staff overtime or to restore the community rooms to its original condition.
- Events must comply with all Library policies and should not interfere with Library operations. The Library must maintain a safe and reasonably quiet environment; public use of meeting rooms that, in the judgment of Library staff, interferes with Library operations will be required to immediately cease and may result in loss of privileges to use the room on future occasions. The Library's contact information cannot be used as an official address for any organization using the meeting rooms.
- Any publicity made by the group for the meeting should include the following disclaimer:

"The meeting space is provided as a community service by the City of Redwood City.
The City neither sponsors nor endorses this event nor the presenting individual or organizations."

Written materials that do not include the disclaimer will be taken down and future use of the meeting rooms may be prohibited.
- Groups shall be financially responsible for any damage to the room, furnishings or equipment; causing damage or failing to accept responsibility may result in loss of privileges to use the room on future occasions.
- The Library is not responsible for the loss or damage to individual or group property before, during, or after an event. The Library cannot store or oversee equipment and supplies for any group using the meeting rooms. Loss or damage to Library property will result in assessed charges.
- Failure to comply with the Library's policies, including the Behavior Policy, may result in loss of meeting room privileges.
- The Library reserves the right to attend any meetings held in the meeting rooms to ensure compliance with this policy.
- Light refreshments and non-alcoholic beverages are permitted in the meeting rooms.
- Meeting room users wishing to serve alcoholic beverages must receive advance approval from the Library Director. Alcohol consumption by anyone under the age of 21 is prohibited at all times. If alcohol will be served, the individual making the reservation must be 21 years of age or older, and the individual is personally responsible to prevent underage drinking at the event. The Library requires the responsible person to provide proof of host liquor liability insurance for events at which alcohol is served.
- No smoking is permitted.
- Groups using the meeting rooms should help Redwood City reach its Zero Waste goal by eliminating waste wherever possible, recycling, and reusing
- Decorations and presentation materials other than post-it self-stick paper cannot be posted on walls or windows.

Fees & Reservations

- Reservations can be made through the Library Administration office during regular business hours, 8:30am - 5:00pm, Monday through Friday, by calling (650) 780-7061. An application form must be submitted and, as needed, Redwood City residency and/or non-profit verification may be required. No reservation is confirmed until the application has been approved. Approval is dependent upon intended use, availability, and agreement to abide by guidelines.
- A telephone reservation is tentative only. A completed and approved application must be on file in the Library within 7 days of the tentative booking or your reservation will be cancelled. Meeting room applicants will be contacted upon approval. Requests will be granted in the order in which they are received under the previously listed priorities.
- Nonprofit groups may book two rentals per calendar month in Redwood City Public Library facilities at no charge. Additional bookings by nonprofits will be charged 50% of the standard room rates.
- Meetings or events booked by nonprofit groups at a free or reduced room rental rate shall be open to the general public and free to attend. City meetings such as staff meetings and trainings need not be open to the public. Meetings or events for which the hosting organization is paying the full rental rate also need not be open to the public.
- Meetings are booked for the current calendar year. Bookings for the following calendar year may be made starting October 1st at 8:30am. In the event that October 1st falls on a weekend, applications will be accepted on the following business day. The Library reserves the right to change dates and times during which applications will be accepted.
- The room must be reserved at least one week in advance of the meeting, provided the room is available.
- The individual assuming responsibility for the meeting rooms must be 18 years or older and have a Redwood City Library card in good standing.
- In case of a cancellation, the individual responsible for the meeting room reservation must notify the Library as soon as possible in order for the room to be made available to others.
- Fees are non-refundable and payable the day of the reservation. If the reservation falls on a weekend, payment will be processed on the following business day.
- No group may reserve the rooms more than once per week, or for more than a total of 8 hours per month unless by special arrangement.
- The individual reserving the meeting rooms is responsible for the proper use of the room. Responsibility and use of the room is not transferable to another individual, organization, or alternate date.
- The Library reserves the right to modify or cancel reservations with reasonable notice based on the operational needs of the Library and eligibility priorities outlined in this policy.
- Applications may be denied based on availability, frequency of requests for use, or other reasons that conflict with this policy and the purpose and priorities of the meeting rooms.

Room/Dimensions	Maximum Capacity	Amenities	Fees
Downtown:			
Community Room	115	2 (10 ft. rectangle) tables, 8 (8 ft. rectangle) tables, 2 (5 ft. rectangle) tables, 115 chairs, 10'x8' projection screen, easel, whiteboard, sink, coffeepot and restrooms	\$90/hr – Redwood City residents \$135/hr – non-residents
Small Meeting Room	10	5 (5 ft. rectangle) tables, 10 chairs, whiteboard and easel	\$30/hr – Redwood City residents \$45/hr – non-residents
Redwood Shores:			
Community Room 36'x46'	95	16 (6 ft. rectangle) tables, 95 chairs, whiteboard, easel, podium, projection screen, 32"flat screen TV/DVD player, sink and counter* *available upon request via application	\$90/hr – Redwood City residents \$135/hr – non-residents
Meeting Room A 20'x32'	25	8 (5 ft. rectangle) tables and 25 chairs in conference room style, whiteboard, easel, sink and counter	\$50/hr - Redwood City residents \$75/hr - non residents
Meeting Room B 20'x30'	25	8 (5 ft. rectangle) tables and 25 chairs in conference room style, whiteboard, easel, sink and counter	\$50/hr - Redwood City residents \$75/hr - non residents
Meeting Room A+B	50	16 (5 ft. rectangle) tables, 50 chairs, whiteboard, easel, sink and counter	\$75/hr – Redwood City residents \$115/hr – non-residents
Meeting Room D 12'x 24' <i>Not available during homework center hours 2:30pm-6:30pm (Mon - Tues - Thurs), and from 12:30pm-6:30pm (Wed)</i>	12	4 (5 ft. rectangle) tables, 12 chairs, and whiteboard	\$30/hr – Redwood City residents \$45/hr – non-residents

Any additional equipment must be furnished by the user and must be in accordance with the meeting room policy.