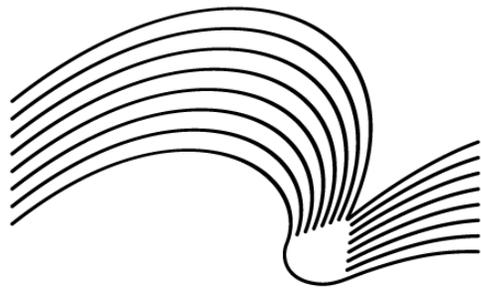


LODI PUBLIC LIBRARY



Meeting Room Use Policy & Application

For scheduling, please contact:

Yvette Herrera

literacy@lodi.gov

Scheduling Hours:

Tuesdays & Wednesdays

10 am – 12 pm

LODI PUBLIC LIBRARY

MEETING USE POLICY

SUBJECT: Meeting Use Policy	Previous Update: 1997, 1998, 1999, 2002 and Jan 2005, April 2014, November 2015	Current Update: November 2014 February 2017 September 2019
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PURPOSE:

Meeting rooms are designed for the Lodi Public Library programs and use [and designated City purposes](#). When not in use by the Library – and to further our mission to expand access and opportunity to knowledge in the hopes of creating and promoting a more intellectual, creative and welcoming community – the Lodi Public Library encourages the use of its meeting rooms for educational, cultural, and community meeting-related meetings, programs and activities.

It is not the primary intention of the Lodi Public Library to generate revenues through the use of its meeting rooms, nor for meeting rooms to be used as on-going school/classroom facilities (other than the Lucas Computer Learning Center); instead, the intention is to further the mission of the Library as created by the Lodi Library Trustees.

Meeting Rooms are not intended to be used for private events such as social events, parties, memorial services, fundraisers, etc.

MEETING USE PRIORITY:

Priority use of the meeting rooms will be given in the following order:

1. Library sponsored meetings, events and programs;
2. the Friends of Lodi Library and the Lodi Library Foundation, and any other organization/committee created by the Lodi Library Trustees to further the mission of the Library;
3. City sponsored meetings, events, and programs;
4. Non-profit civic organizations/schools/government agencies;
5. Groups based on Lodi;
6. All remaining groups will be given consideration on a first come/first served basis

Meeting rooms may not be utilized unless they have adhered to the Reservation Procedures below. However, the Lodi Public Library encourages the use of its meeting rooms for student study groups, Library-sponsored tutoring, and other uses consistent with this policy. Therefore, groups and teams are encouraged to use the Tutor Rooms and other rooms if they are available to work on projects, receive/provide Library-sponsored tutoring, and impromptu meetings. In these instances, inquires related to the availability of these rooms and to reserve their use can be made at the Circulation Desk.

MEETING ROOM CHARGES/FEEES:

Non-profit and civic organizations, for-profit organizations, schools and government agencies offering meetings, programs or activities of educational, cultural or community interest may use the meeting rooms **free of charge** for meetings that are open to the general public, for which:

1. the non-profit and civic organization is not receiving monies/compensation by/for attendees at the meeting/event;
2. no expectations of possible clients and/or future monetary gains are hoped for;
3. no admission fee is charged
4. no soliciting or selling is done.

*ALL-Non-profit and civic organizations, for-profit organizations, schools and governmental agencies may use meeting rooms **for a fee** (set forth in the rules) for meetings that are closed to the general public, for which an admission fee or registration is charged or at which soliciting or selling takes place.

[NOTE: to prevent customers from monopolizing the Library's meeting spaces, individuals and groups are limited to scheduling meetings over a 2 month period \(e.g., they are not allowed to book a series of meeting rooms for longer than 2 months\). This allows meetings rooms to be available for uses that are more consistent with the Library's mission.](#)

MEETING ROOMS AVAILABLE/COST:

The Lodi Public Library has the following rooms available for use. If there is a cost (see section above), the cost is as follows:

Room Name	Capacity	Cost
Community Room	192	\$60/hour, \$200/4-hours
Darrell Drummond Room	16	\$40/hour, \$100/4-hours
General Mills Room	32	\$40/hour, \$100/4-hours
Friends of the Library Room	22	\$40/hour, \$100/4-hours
Homework Help Room	40	\$50/hour, \$160/4-hours
Meehleis & Sinclair Family	10	\$25/hour, \$75/4-hours
Tutor Room A	4	\$25/hour, \$75/4-hours
Tutor Room B	4	\$25/hour, \$75/4-hours
Troy & Renee Beckman	6	\$25/hour, \$75/4-hours
Tutor Room D	5	\$25/hour, \$75/4-hours
Teen Tutor Room A	4	\$25/hour, \$75/4-hours
Teen Tutor Room B	4	\$25/hour, \$75/4-hours

Rooms charged may be adjusted at the discretion of the Library Director.

RESERVATION PROCEDURES:

1. The meeting rooms are available to those who adhere to the rules and procedures contained in this policy and complete the necessary application requirements and procedures.

2. To allow for the broadest possible use of the meeting rooms throughout the community, groups and individuals are limited to reserving/utilizing Library meeting rooms no more than two times per month. Exceptions to this limitation may be made by the Library Director for reasons that are consistent with the Library's mission. [For example, a non-profit group may want to offer a series of free courses over several months to provide knowledge/information that benefits the general public. Such instances would often be a one-time exception rather than recurring events.](#)
3. The Library, Library Board of Trustees, the City of Lodi and its employees neither endorse, oppose, nor advocate the viewpoints of meetings or meeting room users.
4. Any fees for meeting room use may be waived or adjusted according to the discretion of the Library Director providing the usage meets the general intent of this policy.
5. At least two weeks prior to the date of the meeting, an application for each use or series of meetings of the meetings room must be filled out prior to use of the room. When received, Library personnel will review the completed application and check room availability. If approved, a copy of the use permit (application) signed by the granting authority will be returned to you. The signed copy is your reservation confirmation and authorization to use the room.
6. Reservations will be made and confirmed only to officially delegated members of a group
7. Cancellations to previously scheduled meeting rooms must be received by 72 hours before the date to ensure any suspension/cancellation of future meeting room privileges does not occur.
8. To ensure meetings are open to the public, the Lodi Library expects users will advertise the meeting in local media. Public service announcements, distributed literature and advertisements must state the meeting or presentation is neither sponsored nor endorsed by the Lodi Public Library. The location of the presentation should be stated as the Lodi Public Library.
9. If a room fee is applicable, the fee must be paid seven working days prior to usage of the room (rates vary by length and type of meeting-Library personnel will advise if a fee is applicable and the amount during the application process).

ROOM USAGE:

1. Please check in at the Circulation Desk before and after your meeting. Meeting rooms close **30 minutes** prior to the Library's closing. Groups are responsible for setting up the meeting rooms to suit their needs since the library is unable to supply services for room setup, and furniture should be returned to its standard arrangement upon the conclusion of the meeting. Room should be left in a clean

and orderly condition. For safety reasons, the aisles and pathways to the exits must remain clear at all times (do not move chairs, tables or other obstacles into the exit pathways-see diagram).

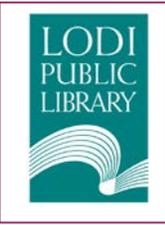
2. Refreshments may be served in accordance with the Library's Behavioral Policy.
3. All applicable Federal, State, County, and Municipal Laws and Regulations must be observed.
4. If you did not pay a fee for using the meeting room, no exchange of monies is allowed. This includes dues, purchase/ordering of products or services or solicitation of donations/offering. Only designated users paying a room fee may charge or solicit.
5. No using tape, tacks, nails, or other fasteners to attach anything to the meeting rooms, walls, or furniture.
6. Lodi Public Library will not distribute or hang up any flyers, advertisements, or brochures regarding your group or your group's event (unless it is a Lodi Public Library sponsored event). All publicity or flyers for the event that includes the name and/or address of the library must clearly indicate that the event is not sponsored by the Lodi Public Library.

REVOCATION OF ROOM RESERVATION PRIVILEGES:

Meeting room reservation privileges may not be extended or revoked based on the following scenarios/situations:

1. When the planned meeting is conducted in a noisy, disorderly or inflammatory manner as opposed to a neat, orderly and courteous manner.
2. When the planned size or location of the meeting threatens the personal safety of the public, Library patrons or staff in that it may block the flow of traffic or create a hazardous degree of congestion.
3. When the activities of the meeting room users deter public desk staff from their primary obligation of providing library services.
4. When the parking demands of the meeting room users places a burden on or disruption to neighborhood residents.
5. When meeting room users do not abide by the Library's Behavioral Policy.

The Library retains the right to monitor all meetings, programs and events conducted on the premises to ensure compliance with Library regulations. Library staff will have free access to meeting rooms at all times.



201 W. Locust Street
 Lodi, CA. 95240
 Phone (209) 333-5554
 Email literacy@lodi.gov

Meeting Room Application/Use Permit

Name of Organization _____

Name of Applicant _____

Address _____ City _____

State _____ Zip _____ Phone _____

Fax _____ E-Mail _____

Nature/Purpose of Program _____

Estimated Attendance _____ **Room must be left set up same as the room map after use**

Date(s) of Use _____

Reservation Time (Including Setup and Cleanup Time, if needed) _____

The Lodi Public Library does not supply any equipment.

Room Assigned (Staff Use Only) _____

I, the undersigned, do hereby declare under penalty of perjury, that I am an officially delegated representative of the above mentioned organization or individual, and have the power and authority to legally bind the same. On behalf of said organization or individual, I do hereby acknowledge that I have received copies of and read the Meeting Room Use Policy and Meeting Room Rules and Reservation Procedures documents concerning use of the meeting room. On behalf of said organization or individual, I do hereby agree to the conditions set forth in the Application/Use Permit form, the Meeting Room Use Policy and the Meeting Room Rules and Reservation Procedures.

We hereby agree to, and shall hold the City of Lodi, the Lodi Public Library, its elective and appointive boards, officers, agents and employees, harmless from any liability for damage or claims for damages for personal injury, including death, as well as from claims for property damage which may arise from our occupancy or use of the building. We agree to be responsible for all damage to Library property resulting from our use or occupancy.

 Signature of Applicant

 Date

Executed this _____ day of _____, 20____, at Lodi, California.

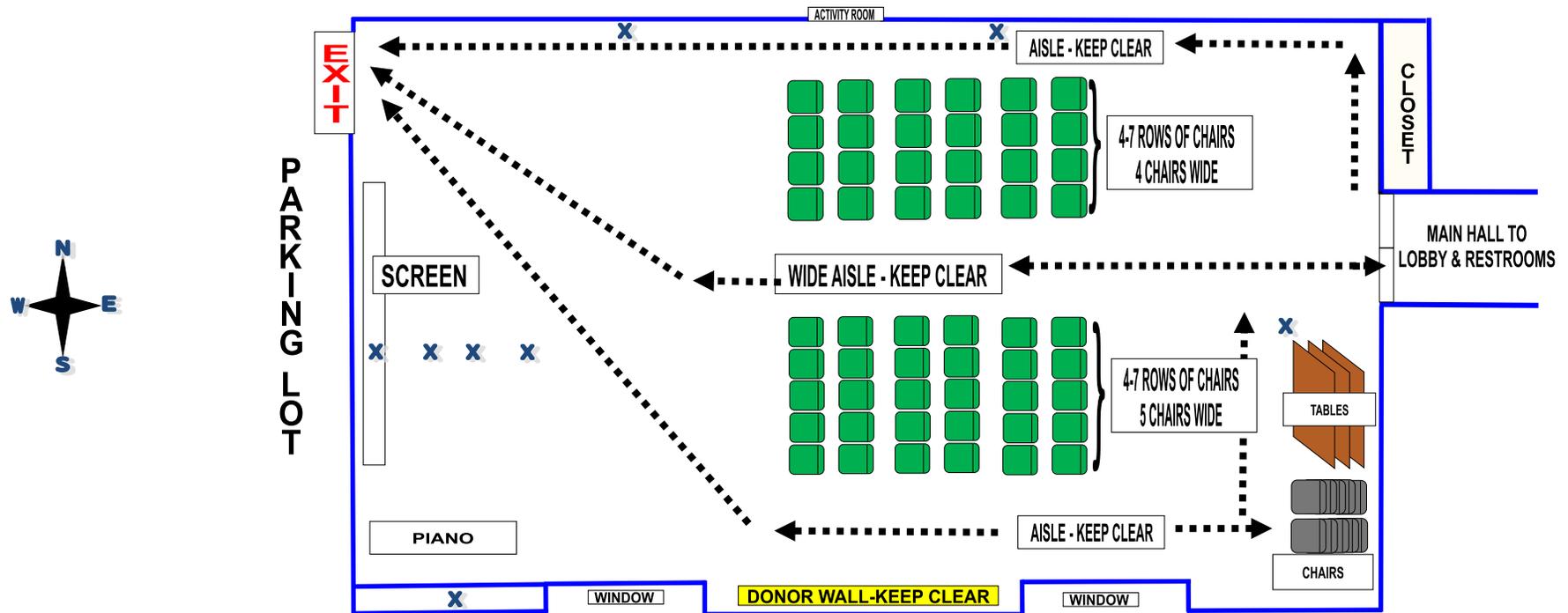
 Signature of Granting Authority

 Date

COMMUNITY ROOM CAPACITY: 192

Approximate Dimensions 55' by 30'

1504 Square feet, X marks approximate position of electrical outlets



Equipment typically in Community Room:

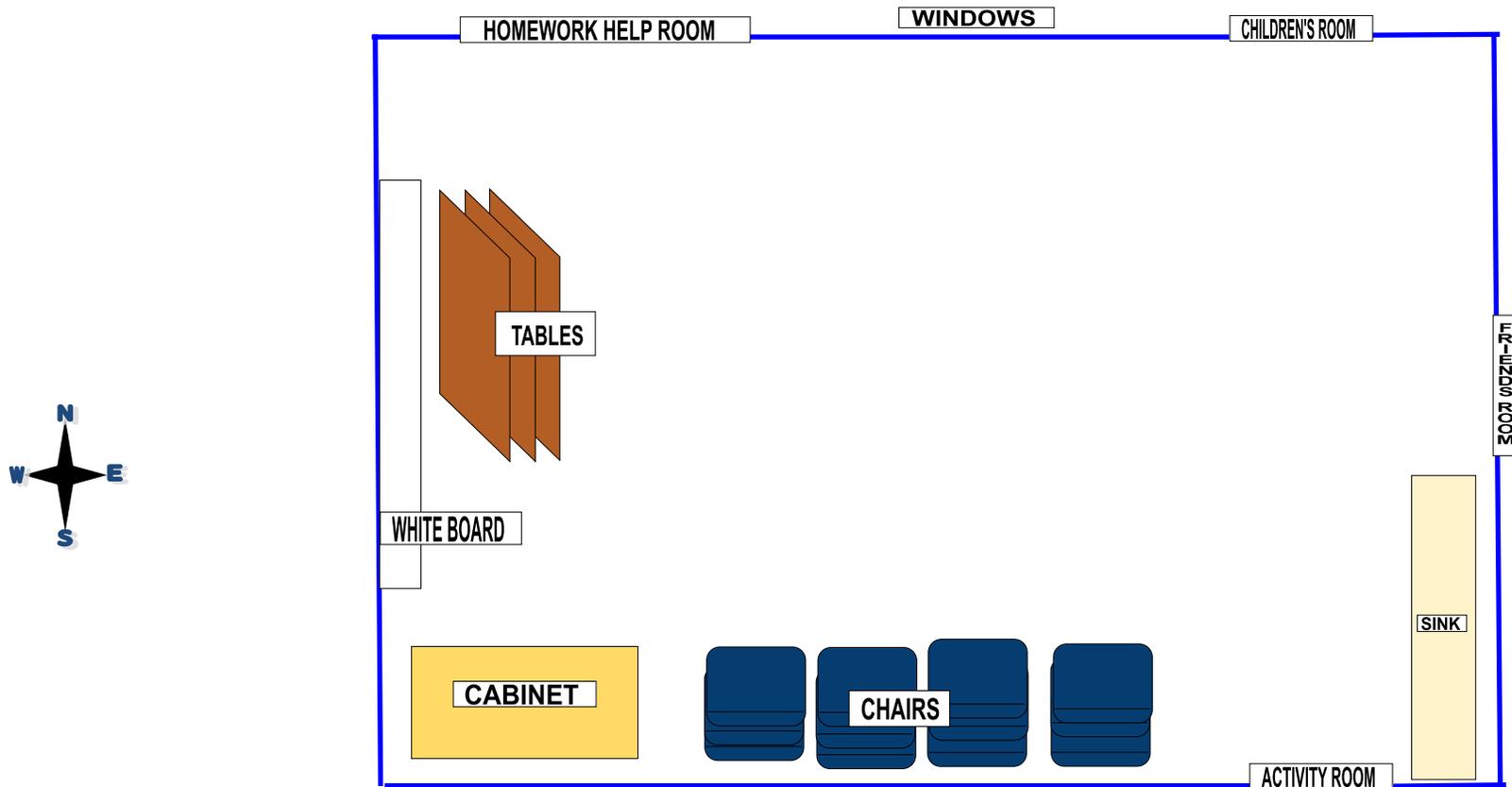
- 6-7 Folding tables
- Chairs available - 78 (some additional non-matching chairs)
- Podium available
- Drop down projection screen
- Piano

Standard Room Arrangement - Please Note:

- This map depicts the room's standard room arrangement. The standard setup includes:
 - ◆ Chairs arranged in rows with a wide center aisle and two side aisles.
 - ◆ The rows are set up between the Activity Room door and the closet.
 - ◆ 6-7 folding tables
- The chairs and tables may be rearranged for your meeting to suit your needs.
- Chairs and tables may be removed from the room if needed (library staff will direct you).
- When stacking chairs on chair dollies, only stack arm chairs on arm chair dollies and armless chairs on armless dollies - chair dollies are labeled at their base. Maximum 12 chairs high per dolly!
- **Clear paths to the exits must be maintained at all times.**
- **It is your responsibility to both rearrange the room to meet your needs AND to return it to this standard arrangement at the close of your meeting.**
- **To allow staff time to check the room and lock up before the library closes, please plan to end your meeting 15 minutes prior to closing. (Monday-Thursday: 7:45pm, Saturday/Sunday: 4:45pm)**

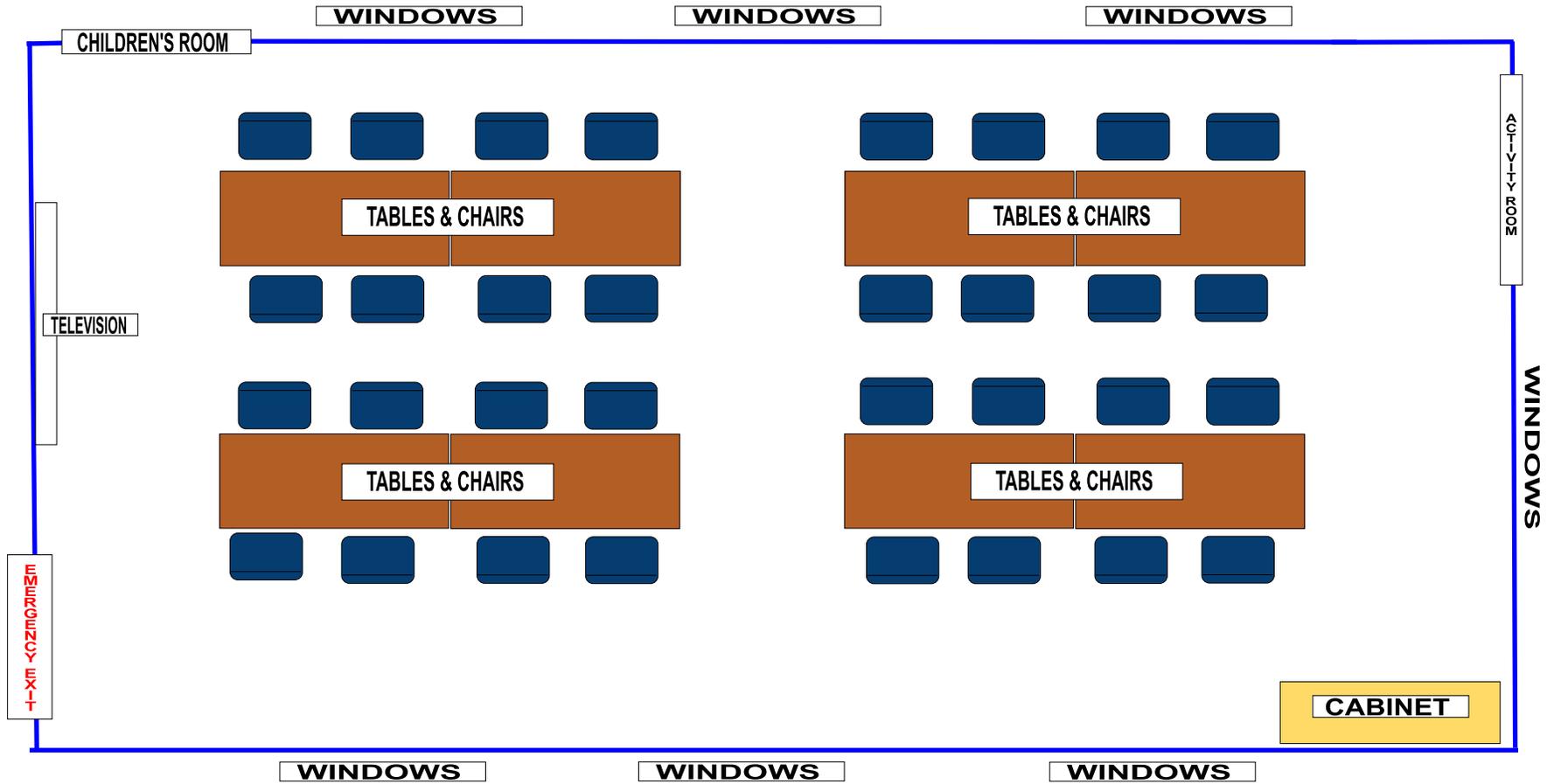
CHILDREN'S ACTIVITY ROOM

CAPACITY:



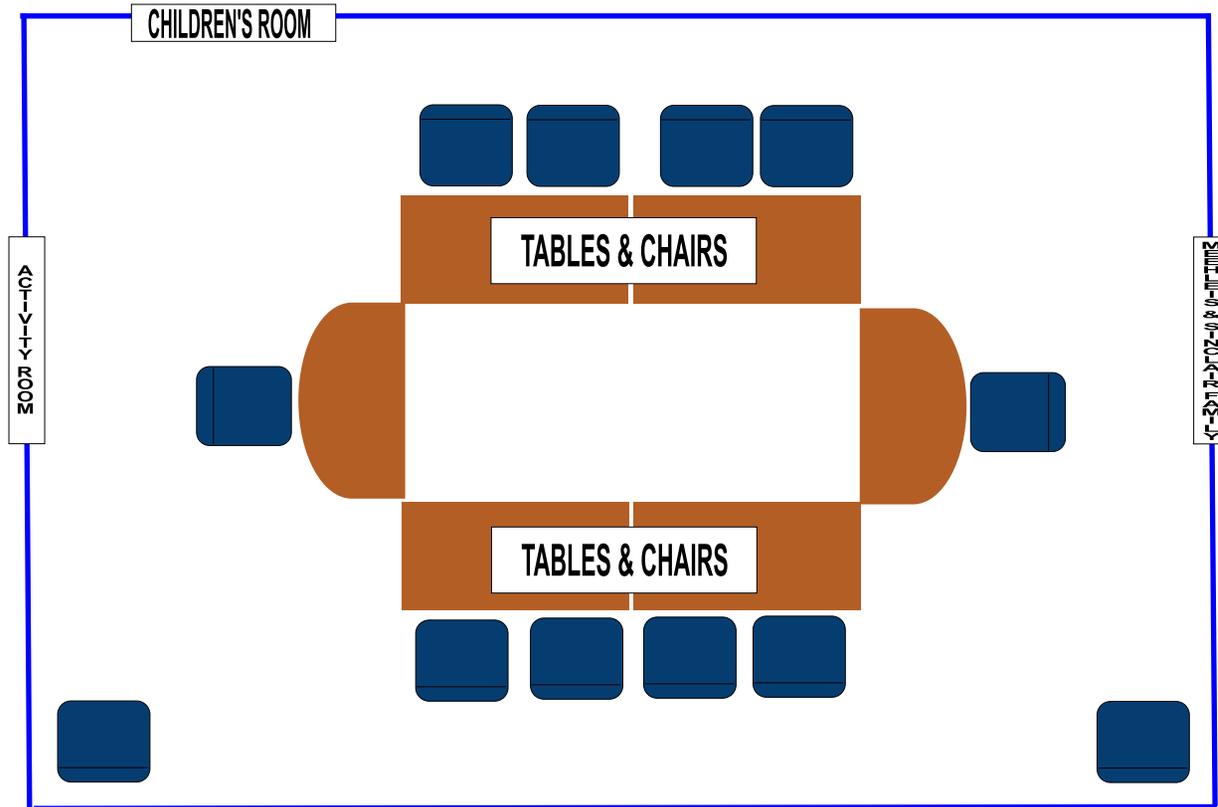
HOMWORK HELP ROOM

CAPACITY: 32



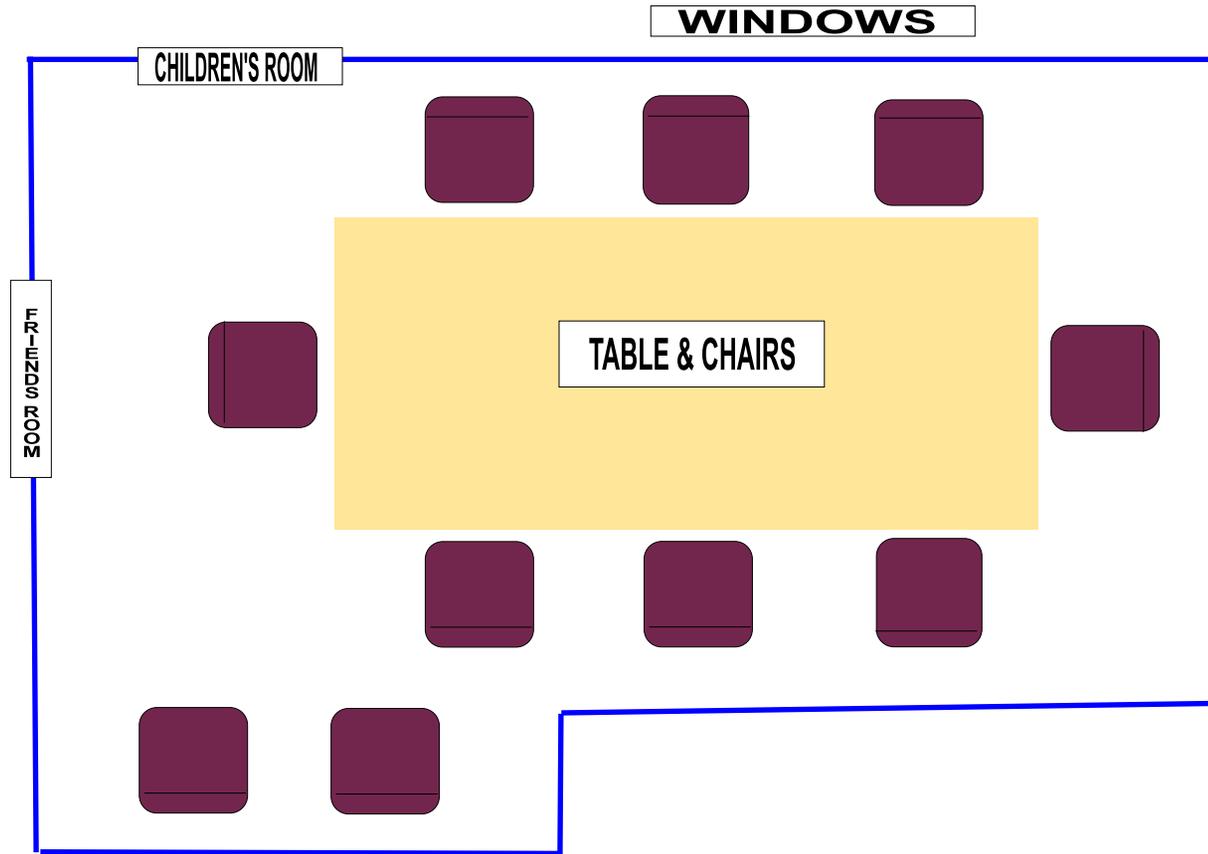
FRIEND'S MEETING ROOM

CAPACITY: 22



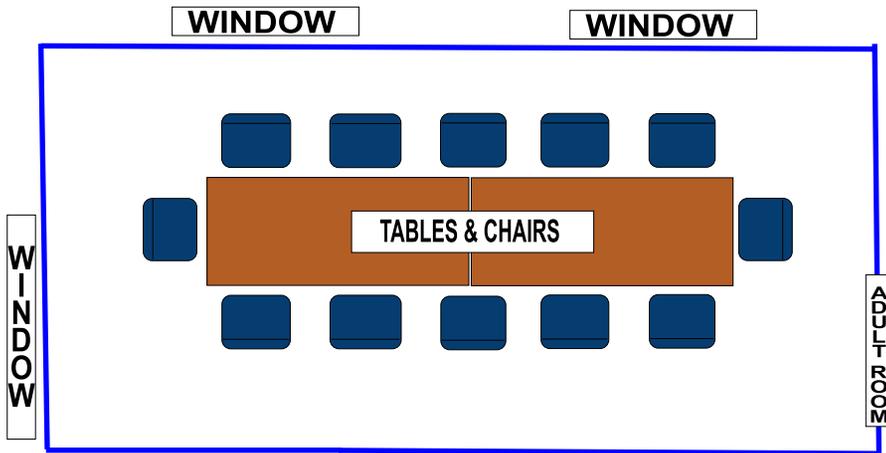
MEEHLEIS/SINCLAIR FAMILY ROOM

CAPACITY 10



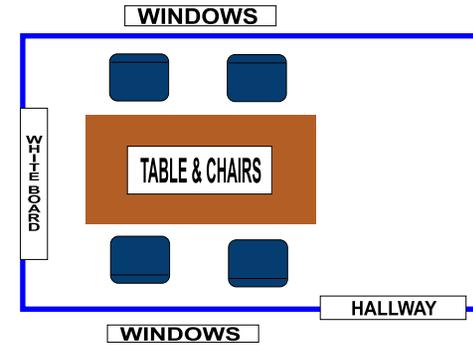
DRUMMOND ROOM

CAPACITY: 16



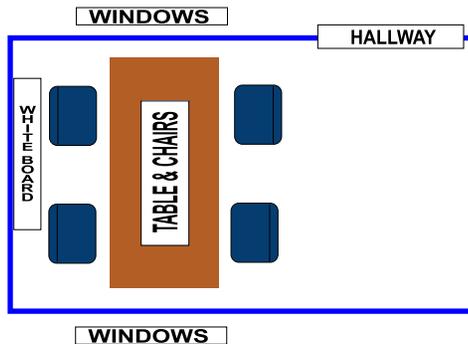
TUTOR ROOM A

CAPACITY: 4



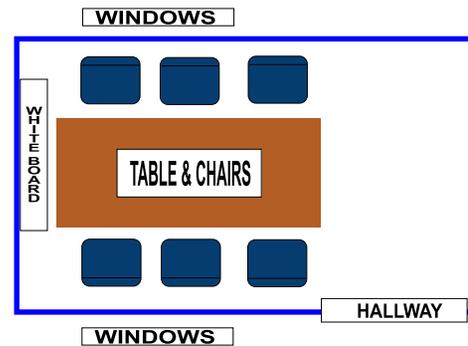
TUTOR ROOM B

CAPACITY: 4



TROY & RENEE

BECKMAN CAPACITY: 6



TUTOR ROOM D

CAPACITY: 5

