

Meeting Room Use Policy

Kern County Library (KCL) Guidelines for Use

The Meeting Rooms at the Kern County Library are available for public use under the Meeting Room Use Policy adopted by the Kern County Board of Supervisors.

- The availability of these facilities is an ancillary service the Library provides.
- The service must not interfere with the Library's primary function of providing library materials and information retrieval to the public.
- Meeting Rooms are available during the Library's open hours.
- Meeting room use outside of the Library's open hours varies according to room accessibility at each facility and may be subject to staff availability.
- Fees for each reservation are determined in accordance to the **Room Use Fees**, by the facility used and the room use particulars as established by the user.
- Rooms are rented in 4-hour blocks of time; time begins upon initial access and ends upon final exit after cleanup. Access to room for more than 4 hours is assessed additional fees.
- User of the Beale Memorial Library Auditorium Sound Booth may only use the audio-visual equipment provided by the Library. Qualified audio-visual technicians hired to work the Auditorium's light and sound booth must be approved by the Library prior to the program.

KCL Provides:

- Access to Meeting Rooms & the Auditorium
- Access to tables & chairs
- Audio-Visual Equipment Set Up (varies per location)

KCL is able to provide for a fee:

- Room set up and clean up
 - Staff assistance during program*
 - Staff assistance during program rehearsals*
- *Based on staff availability by prior arrangement

Groups using rooms are responsible for:

- Set up and cleanup of the room
- Operation of audio-visual equipment
- Cost of a Library staff member's time to open or secure the building if Meeting Room use occurs when the Library is closed.

Room Setup – Shall be arranged at the time of the reservation. Only those arrangements for staff assistance approved and paid for in advance will be available for the event.

User Obligations – User is responsible for cleanup and for observing the Library Code of Conduct.

Nonprofit Designations – All nonprofit organizations must submit a copy of their IRS determination letter showing nonprofit status prior to confirmation of reservation. This is required for each reservation.

Insurance – Each applicant or user proposing to use a library building subject to these rules for an event shall provide a policy of broad form comprehensive liability insurance of no less than five hundred thousand dollars (\$500,000) for the use of the Beale Memorial Library Auditorium and one hundred thousand dollars (\$100,000) for the use of all other building meeting rooms with endorsements as specified below. (Should alcohol be served an additional \$1,000,000 coverage is required.) The Director of Libraries or designee may amend any or all of the above requirements.

Indemnification / hold harmless agreement by applicants: Each Applicant shall agree:

- A. To hold harmless, indemnify, and defend the County, its governing board, officers, employees and agents and each of them from demands, suits, loss, injury, liability, judgements, payment, expense, or cost which may occur during or arise in connection with Applicant's, its officers, employees, agents, invitees, guests, use of occupancy of the Library Building, or use or arrangement / movement of furnishings or Equipment therein.
- B. To hold harmless, indemnify, and defend the County against loss of or damage to the Library Building or Equipment therein from fire occurring during, in connection with, or as a result of Applicant's, its officers, employees, agents, invitees, guests, use, or occupancy of the Library Building, or use of Equipment therein.
- C. Nothing in this Rule shall be constructed to make the User responsibly for damage or loss which is the result of the sole negligence of the County, or any of its officers or employees, or which results solely from the willful act of any officer or employee of the County.

Fees, proof of insurance, and the completed application are due two weeks (2) prior to the event or at the time of booking to secure reservation.

Failure to submit these requirements before the due date will result in cancellation of all your tentative reserved dates.

Cancellation – The library must be notified of any cancellations. Reservations canceled between two weeks (14 calendar days) and 72 hours (three calendar days) prior to the event date will be subject to a cancellation fee equal to 50% of the meeting room fee, or will have the option to re-schedule the event to another date within 90 days of the original reservation, depending on room availability. No refund or rescheduling option will be given for cancellations received less than 72 hours (three calendar days) prior to the event.

Room Use Fees (From Kern County Resolution No. 2011-157, dated June 21, 2011.)

There is established an amended schedule of usage fees for the permissive use of the various rooms and facilities of the libraries operated by the County of Kern effective as of the effective date of this Resolution.

These fees are established in three (3) categories, which are to be charged by the County Library based upon the type of person / entity seeking to use the facilities and the intended activity to be conducted during the use of the facility as priced below. In the event of any dispute concerning classification, the Director of Libraries or the Director's designee's determination shall be final.

The three (3) categories for the charging of use fees are as follows:

Category "A" – Fees to be charged to:

1. Tax exempt non-profit groups or organizations (as defined by the Internal Revenue Service and as evidenced by an IRS letter of determination) when the purpose of the use is for other than commercial, fund raising or fund solicitation; and
2. Kern County General Fund financed departments which do not receive Federal or State of California funding or subventions based upon their actual operating expenses.

Note: Non-profit organizations wishing to reserve a room for a series of bookings during a calendar year will not be charged for the first reservation, but will be charged \$10.00 for each additional reservation in the series.

Category "B" – Fees to be charged to:

1. Governmental entities, including but not limited to:
 - Kern County General Fund Departments that receive Federal or State of California funding or subventions based on their actual operating expenses; and
 - Kern County Non-General Fund financed departments funded by the Internal Service Fund or Enterprise Funds, and Kern County cities, special districts, and agencies;
 - Other cities, special districts and agencies in the U.S.; and
 - State and Federal agencies

Category "C" – Commercial and Private Fees to be charged to all public and private permissive users other than those set out in Categories "A" and "B" (including fundraising and fund solicitation for non-profits)

The fees for use of Kern County Library facilities, including study rooms as set by Category, are as follows:

Facility Per Event (up to 4 hours*)	Category		
	A	B	C
Study Rooms** at: Beale Memorial Library, Lamont, Rosamond, Southwest, and Frazier Park	\$0	\$30	\$60
Small Conference Rooms at: Rosamond, Frazier Park	\$0	\$50	\$75
Beale Memorial Library Lake Room and Small Meeting Room at Southwest Branch Library and Branch Library Meeting Rooms at: Delano, Wilson, Holloway-Gonzales, Shafter, Taft, and Wasco	\$0	\$70	\$140
Branch Library Meeting Rooms at: Arvin, California City, Frazier Park, Kern River Valley, McFarland, Rathbun, and Ridgecrest, and Beale Memorial Library Tejon Room	\$0	\$100	\$200
Branch Library Meeting Room at Lamont; Beale Memorial Library Atrium	\$0	\$150	\$300
Large Meeting Rooms at: Rosamond and Southwest	\$0	\$200	\$400
Beale Auditorium Rental (Includes Use of Kitchen)	\$200	\$400	\$800
Piano Tuning	Actual Cost to user		
Security Services	Actual Cost per hour		
Department Personnel	\$50 per hour		
<p>* Setup and Cleanup time by user is included in the 4 hours unit rented time.</p> <p>**Under Category "A" only, study rooms may be used for study purposes on a first come, first serve basis for one hour time periods without charge and this time period may be extended an hour at a time for a maximum of three hours provided the room has not been reserved by others or other users are not waiting to use the rooms for study purposes. Study rooms may also be reserved in advance for four hour blocks of time for any purpose at the listed fees for various categories of users to guarantee the use of a study room for each four hour period.</p>			

The Director of Libraries or designee may waive fees charged to non-profit groups or organizations when all proceeds of the activity or function are donated to, or made for the benefit of, the Kern County Library.

The completed meeting room application, IRS letter of determination (if applicable), proof of insurance, and full payment must be received no later than two weeks (14 calendar days) prior to the event date to secure the reservation.

Failure to clean up after a meeting or unusual clean up requirements beyond that expected through normal use will result in actual cost of cleanup charged to the party renting the room.

The Director of Libraries or designee may require meeting room users to pay for security services depending on the nature and/or time of use of the meeting facilities.

Set up and clean up by library staff is charged at Department Personnel fee per hour.