

PASADENA PUBLIC LIBRARY

Policies Governing the Public Use of Library Facilities

Statement of Purpose

The Pasadena Public Library is the information center for its community and encourages the free expression of ideas essential to an informed citizenry. To accomplish this role, the first objective of the Library is to serve as an active resource for learning, studying and contemplating ideas. This objective is evidenced by, but not limited to, the basic functions of libraries in checking out books and other material as well as the offering of programs and services which advance the knowledge and experience of the citizens we serve. The offering of meeting room space in our libraries is one of many methods used to foster greater free expression and free access to ideas representing all points of view on all subjects.

General Policies Guiding the Use of Library Facilities

It is of the utmost importance that groups and individuals who use the meeting rooms understand and acknowledge that they are the guests of the department, that they are able to use the facilities at the discretion of the management of the department, and that their use of the facilities reflects that understanding. The fact that a group or organization is granted permission to meet in the Library in no way constitutes endorsement by the City of the policies or beliefs of that group or organization. All rules and regulations not contained in this document, which are in the City Charter, must be adhered to. Copies of the rules and regulations in the Charter are available in the City Clerk's office.

1. City-authorized staff may enter and remain in a meeting room at any time in performance of duties.
2. Activities for minors must be supervised by responsible adults.
3. No person may be denied access to a meeting unless the permittee has paid the established fee for the exclusive use of the room.
4. Authorization for library facilities and meeting room use is limited to the furniture and equipment assigned to that facility or room; and the placement of the furniture and equipment may not be moved.
5. Alcoholic beverages are prohibited in public facilities.
6. Smoking is prohibited in public facilities.
7. All current Pasadena Health Department protocols must be followed.

Meeting Room User Responsibilities

All persons wishing to use library facilities must agree in writing to abide by these policies.

1. It is the responsibility of the person signing as authorized representative of the group to remain on the premises throughout the period for which it is reserved, to ensure the safety and security of attendees and the library facility and to further ensure that attendees observe the **Policies Governing the Public Use of Library Facilities** and the Library's **Standards of Behavior**.
2. Groups agree to restore the area to its original clean condition and agree to pay for any and all damages to library property while property is being used by the applicant.
3. Groups are required to vacate their reserved facilities on or before the time specified on the permit, which shall be a minimum of fifteen minutes before library hours of operation end unless specified on the permit.

4. Groups may not store supplies or equipment in a library facility.

Staff Assistance

1. Authorization for library facilities use does not include the use of staff time other than to provide access to the facility and the standard room arrangement. Each meeting room user/group is responsible for set and tear down beyond standard room arrangement.
2. Staff assistance, other than the above, must be requested at the time of the permit and requires a fee as outlined in the City's Fee Schedule.
3. Only those arrangements for staff assistance approved and paid for in advance will be available on the date of the event.
4. Groups placing demands on staff time the day of a scheduled event which services were not requested or paid for in advance, will be billed.

Fees

Non-Fee Basis:

The Pasadena Public Library may permit the use of library facilities and meeting rooms on a non-fee basis to groups which comply with the following:

1. Do not charge an admission fee or a required donation for activity;
2. Do not restrict admission on the basis of membership;
3. Use the facility during hours of operation.

Fee Basis:

The Pasadena Public Library may permit the use of library facilities and meeting rooms on a fee basis to groups which do any of the following:

1. Charge an admission fee or a required donation for activity;
2. Restrict admission on the basis of membership;
3. Use the facility after hours of operation (subject to security availability).

Application for Use

1. Priority will be given first to Library-sponsored events, second to City-sponsored events and third to groups which are Pasadena-based. All other groups will be given consideration on a first-come/first-served basis.
2. The Library reserves the right to preempt any event for a Library or City-sponsored event; in such rare instances, the Library will put forth every reasonable effort to give ample advance notice of such preemption and to assist the group in reserving another date or library facility or meeting room.
3. A fully completed, signed, **Permit To Use City Library Facilities** must be submitted **at least two weeks** in advance of use and all fees paid.
4. Completion of a **Permit To Use City Library Facilities** does not grant either privileges or approval until said application is reviewed and approved. Upon approval, a signed permit will be mailed to applicant. This serves as confirmation of approval and scheduling.
5. Permits are nontransferable to other groups or parties.
6. Use of library facilities is limited to the type of meeting or activity stated on the approved permit. Any changes in the type of activity scheduled must be made **two weeks in advance** of scheduled activity.
7. Tentative booking of a facility or meeting room may be initiated by telephone; however, **telephone or in-person booking will reserve the date and time for one week only. If**

no permit is received, said date will be released.

Scheduling

1. The reservation period is quarterly.
 - a. Winter (Jan. Feb. Mar.) Spring (Apr. May Jun.) Summer (Jul. Aug. Sep.)
Fall (Oct. Nov. Dec.)
2. Quarterly reservations may be made one month prior to the beginning of each quarter.
 - a. Winter quarter dates can be reserved starting in December, Spring dates starting in March, Summer dates starting in June and Fall dates starting in September.
3. All quarterly reservations expire at the end of each quarter and must be renewed by the submission of a new permit.
4. For the Branch Libraries, there is a limit of two (2) meetings per month.
5. Groups may not make reservations at multiple library facilities in the same month.

Cancellation and Renewal Policy

1. Notice of cancellation must be given at least ten (10) working days in advance. Failure to do so may result in loss of meeting room privileges and/or forfeiture of fee.
2. Renewal of a reservation will be contingent upon care of property and equipment, and strict observance of all rules and regulations.
3. Failure to utilize any reservation date on confirmed permit may result in cancellation of future reservation privileges.

Refreshments

Light refreshments may be served if permitted by current Health Department guidelines. Permittees desiring to serve refreshments will provide their own equipment. Said equipment may not be stored in the library. Food preparation is limited to kitchen facilities where available.

Publicity

1. Each group is responsible for its own publicity. Any printed publicity must include the statement "This program is not sponsored by the Pasadena Public Library." Publicity must not include the library telephone number.
2. Signs produced for directional purposes must be submitted to staff the day before the activity and staff will post them. Unauthorized signs will be removed.
3. Neither the name nor address of Pasadena Public Library may be used as a mailing address for organizations, groups or individuals using meeting room facilities.

Indemnity/Insurance

1. City requires the user of any premises or facility described in Municipal Code Chapter 3.24 to indemnify or hold harmless the city, its officers, directors or employees of any loss, liability or damage arising out of, as the result of, or in connection with the use of the facility or premises, equipment or services to the city, its officers or employees, including all costs of defending any claim arising as a result thereof. See Pasadena Municipal Code section 3.24.00. Liability insurance may also be required in accordance with standards followed by City in such cases.

Liability

1. The reservee/applicant assumes all liability for damage to or theft of City property by his/her group during the reservation time period as assessed by the City.
2. City assumes no responsibility for materials, equipment or any other article left by any organization, group or individual in the Library and will not be liable for loss, theft or damage thereto.

Revocation and Refusal of Authorization for Use

There may be times when the use of our facilities for meeting room purposes is in conflict with the more basic role of the library and/or the activities of the meeting room users negatively impact normal library operations. In such rare instances of conflict, the privilege of using library facilities and meeting rooms will be revoked for the remainder of the calendar year. The following criteria will be used to determine whether the use is detrimental to normal library operations:

1. Whether the planned meeting is conducted in a noisy, disorderly, or inflammatory manner as opposed to a neat, orderly and courteous manner.
2. Whether the planned meeting is so confrontational in nature (e.g., through the use of "fighting words" or group chanting) that it is likely to embroil other groups or the general public in open conflict; thereby impacting normal library operations.
3. Whether 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.
4. Whether the manner of conducting the meeting threatens to:
 - a. Interfere with the conduct of business or the customary uses of the Library, either by its form, size, location or timing;
 - b. Impede the movement of library patrons; or
 - c. Block access to other library facilities.
5. Whether the activities of the meeting room users prevent library staff from maintaining the building's security.
6. Whether the activities of the meeting room users deter public desk staff from their primary obligation of providing library services.
7. Whether the conduct of individuals attending the meeting creates a disturbance for other library users.
8. Whether the parking demands of the meeting room users places a burden on or disruption to neighborhood residents.
9. Whether meeting room users abide by the policies governing the meeting rooms.

Petition Signing

The use of library facilities for petition signing is limited to designated specific areas and shall in no way interfere with the normal use of the Library.

1. Petition signing is not permitted anywhere inside the building.
2. Areas outside of the building designated by the Director of the Department of Libraries and Information Services are as follows:

Branch libraries, the paved area closest to the main public entry.
3. Organizations or individuals gathering petition signatures must not:
 - a. Impede the movement of library patrons or block the public right-of-way;

- b. Block access to other library facilities;
- c. Interfere with the conduct of business or the customary users of the Library, either by its location or timing (e.g., not going from table to table approaching patrons for signature);
- d. Create litter problems.