

VENTURA COUNTY LIBRARY

MEETING ROOM POLICY

The meeting rooms of the Ventura County libraries, operated by the Ventura County Library, are available for the Library, Friends of the Library, Library Foundation and certain City and County programs and activities.

They are also available to educational, civic, cultural, religious, business, and other groups and organizations for public meetings if not in use by the Library, Friends of the Library, Library Foundation and certain City and County programs and activities

The Library Director shall determine suitability of use.

Such use will be subject to the following regulations:

1. There are no fees for using a room for activities sponsored by the Library, Friends of the Library, Library Foundation, or the City or County.
2. Meeting Rooms are available for use by other groups during hours specified by each library branch. There may be a charge for after-hours security services.
3. All meetings must be open to the public.
4. Non-Library related groups may not charge admission or fees, accept contributions or solicit donations or sell any product or merchandise.
5. Fees, availability of meeting rooms, and terms of usage may vary from branch to branch.
6. To allow a maximum number of groups to use the meeting room, frequency of use by a user may be limited.
7. Reservations are on a first-come first-served basis and may be requested within 60 days PRIOR to the meeting date. Preliminary inquiries about availability may be made via the library branch web page, by phone, or by email. Reservations are not final until confirmed.
8. Responsibility for the meeting room must be assumed by one adult, 21 years of age or older. Proof of age or address may be required.

9. Groups using the rooms are responsible for setting up chairs, tables, et cetera for their meeting. The room will be placed back to how it was before the meeting after each meeting.
10. Groups are responsible for leaving rooms clean and undamaged or charges will be assessed to cover any work required. Groups leaving rooms in poor condition may be refused future use.
11. For locations that allow after-hours availability to meeting rooms, groups wishing to use meeting rooms after hours must request the room at least 48 hours in advance. Requests for after-hours use made less than 48 hours in advance will not be considered.
12. Failure to notify of cancellation one week prior to the meeting date may affect future meeting room privileges.
13. Equipment and technology available in meeting rooms may vary by branch.
14. Use of the room by a group does not constitute an endorsement of that group or its views by the Library, City or County. All groups reserving the meeting room must put a disclaimer on all publicity that "This program is not affiliated with the Ventura County Library."
15. Groups may be responsible for locking the meeting room at the end of their meeting. Groups failing to close and lock all meeting room doors may be refused future uses.
16. The library reserves the right to cancel meeting room use if necessary for library purposes.
17. Groups are responsible for acquiring proper permits for any activity associated with their use of the room, including special events with amplified music, food and beverage consumption, or filming permits. Groups must provide copy of applicable permit/s to Library before they will be allowed access to the meeting room.
18. Groups must abide by the Library Rules of Conduct.