

## **5.0 Meeting Space Use**

### **5.1 Olympic Room, Charter Room, and Council Chambers**

#### **Guidelines for Meeting Room Use:**

To use the Library meeting rooms, users must submit a [Library Meeting Room– Application for Use](#) two (2) weeks prior to the event/meeting date. The primary purpose of the rooms is library programming. Programs may not interfere with library operations. Fund raising events are not permitted unless sponsored by the Library, Friends of the Library or the Tulare Library Foundation. No permit shall be denied because of the subject matter of the meeting or views that might be expressed at the meeting.

Refreshments may be served, but no alcoholic beverages are allowed. All users shall be responsible for the repair and/or replacement of equipment or property damage beyond normal wear. Waste should be placed in the proper receptacles and utensils cleaned and put away. The Library reserves the right to charge an additional cleaning fee if facilities require extra cleaning services. The Library cannot supply storage space. No tacks, pins or tape are allowed on the painted walls or white board.

Groups may cancel their reservations at any time and should notify the Library as soon as possible. Full payment will be required if the reservation is not canceled 48 hours in advance. Recurring meetings may be allowed. Reservations for a recurring event will need to be renewed every calendar year. Users must provide all of their own meeting supplies including dry erase markers, paper products, kitchen utensils, coffee, etc. The Library does not assume liability for injury or damage to personal property.

#### **Fees, Times of Use and Liabilities:**

The Olympic Room, Charter Room, and Council Chambers are available for use by the public only when the library is open. Rental Fees: Olympic Room, \$25.00 per hour, Charter Room \$35.00 per hour, and Council Chambers \$65.00 per hour. There is an additional \$20 technology fee for use of any library AV equipment. Payment must be made before the meeting or event. The Library is not liable for injuries or damages resulting from use of the Olympic Room and Charter Room.

#### **Publicity:**

The name, address or phone number of Tulare Public Library may not be used as the official address or headquarters of any organization except those affiliated with the Library. The use of the meeting room by a non-library group shall not be publicized in such a way as to imply Library sponsorship of the group's activities.

Any groups or individuals who fail to observe any of the above conditions may have future meeting room use denied.