

Regulations Governing Special Purpose Rooms

APPROVED BY THE BOARD OF SUPERVISORS

FEBRUARY 6, 2007

AMENDED DECEMBER 16, 2008

AMENDED DECEMBER 20, 2011

AMENDED MARCH 7, 2023

- A. The Stanislaus County Library regulations governing special purpose rooms shall apply to use of the library facilities listed in Appendix "A" which is incorporated into these regulations and may be amended by the County Librarian from time to time.

Persons or organizations wishing to reserve a special purpose room must pay the following nonrefundable fees in advance:

- \$10 to reserve a small special purpose room (room capacity less than 100)
- \$30 to reserve a large special purpose room (room capacity 100 or more)

- B. The Library shall schedule the use of all special purpose rooms. The following must be completed and submitted by specific deadlines:

- Reservation form (14 days prior to event)
- Payment of fees or Fee Waiver Form (14 days prior to event)
- Proof of insurance acceptable to county (14 days prior to event)

1. Proof of Insurance:

a. Persons or groups using the library facilities must maintain insurance which shall insure Stanislaus County against any liability arising from use of a room. Individuals or groups must have \$1 million General Liability Insurance naming Stanislaus County as an additional insured. The certificate must include an additional insured endorsement. Applicants must submit acceptable proof of insurance to Library administration.

b. If the applicant cannot submit a separate policy, a certified copy of the organization's general liability insurance policy and a separate signed letter from the insurance carrier indemnifying Stanislaus County must be submitted. Applicants who do not have insurance may purchase a one day insurance policy from Alliant Insurance Services by calling (209) 558-7801. Government agencies may submit proof of self-insurance.

c. The Library may, at its discretion, waive the insurance requirement for non-commercial, unincorporated, and unassociated persons or group that will not exceed fifteen (15) persons per meeting. The person or group must not have its own insurance and not have insurance available to it through a sponsoring entity. The group may not use equipment other than personal electronics (e.g. notebook computers, projector) or library equipment; serve food or beverages; or engage in artistic performances or like activities (dance, theatre, calisthenics, etc.), in order to qualify for an insurance waiver

d. All groups serving food or beverages must have insurance at the \$1 million amount. For caterers working on site, caterers must submit additional evidence of insurance at the same amount.

- C. Rooms are available to cultural, educational, artistic, and government organizations or groups, or organizations engaged in educational, cultural, intellectual, or charitable activities. Use of the special purposes rooms by a group does not imply the library's endorsement of a group's policies or beliefs. Events, including meetings must be public-facing and open to the general public. Use must be consistent with the general use of the Library and cannot interfere with staff or other customers' use of the Library for its intended purpose. Prohibited use is any behavior that is likely to disturb library customers, impede library staff, or endanger the library building or collection. The library staff have a right to reject a reservation request of the room(s) if the anticipated meeting is likely to be unreasonably disruptive to regular library functions (e.g. amplified concerts, motorized equipment, loud demonstrations, etc.)
- D. County facilities shall not be used for partisan political meetings/programs.
- E. All events, programs or meetings held in library special purpose rooms must be free to the public. Commercial uses and advertising, admission fees, donations, raffles, collections, fees, or other sales are prohibited except as provided in this policy. Also prohibited is use by any organization making sales or solicitations for any type of product or service, including non-profit or community groups and for-profit or private business organizations, except as provided in this policy.
- F. At library-sponsored events such as author talks and musical performances, pertinent items such as books and musical recordings may be sold. Friends of the Library and other library support groups may also conduct fundraisers including book sales in special purpose rooms.
- G. Rooms are available only when there is no library-sponsored activity scheduled.
- H. To ensure all organizations or groups an equal opportunity to use special purpose rooms, none may schedule a regular series of events, programs or meetings, and no event may be scheduled more than two months in advance. Persons, or groups, may only have one active booking at the Stanislaus Library System at any given time. Reservations for use of the special purpose rooms must be made at least 14 days in advance. Exceptions to reservation policies may be allowed by the County Librarian for library-related functions or regular meetings of library support organizations, government and legislative bodies.
- I. The special purpose room agreement must be signed and the fee paid no less than 14 days before the event or else the reservation will be cancelled. The person signing the meeting agreement must be at least 18 years of age and an authorized representative of the organization.
- J. All events and programs must be held during library open hours.
- K. Youth groups using special purpose rooms for events, programs or meetings must have adult chaperones present. Groups are responsible for providing their own adult chaperones.

- L. No smoking or alcoholic beverages are permitted in the library or special purpose rooms.
- M. Each location has different equipment available. Please contact the branch directly for all equipment requests including tables, chairs, sound system, etc. Any other equipment needed must be provided by the reservation party.
- N. Advance room set-up may be done by designated library staff.
- O. Unlike other library special purpose areas, the portico of the Modesto Library will be available only for library-sponsored events.

APPENDIX "A"

LIBRARY FACILITIES AND INFORMATION

1. Modesto Library 209-558-7801
1500 "I" Street, Modesto, CA 95354
Large Special Purpose Room – Auditorium
Small Special Purpose Room – Conference Room
2. Empire Library 209-524-5505
98 I Street, Empire, CA 95319
Large Special Purpose Room
3. Newman Library 209-862-2010
1305 Kern Street, Newman, CA 95360
Small Special Purpose Room
4. Oakdale Library 209-847-4204
151 South First Avenue, Oakdale, CA 95361
Small Special Purpose Room
5. Patterson Library 209-892-6473
46 North Salado, Patterson, CA 95363
Small Meeting Room
Large Special Purpose Room
6. Riverbank Library 209-869-7008
3442 Santa Fe Avenue, Riverbank, CA 95367
Small Special Purpose Room
7. Salida Library 209-543-7353
4835 Sisk Road, Salida, CA 95368
Large Special Purpose Room
8. Turlock Library 209-664-8100
550 Minaret Avenue, Turlock, CA 95380
Large Special Purpose Room