

Woodland Public Library Leake Center Rooms Policy

The Woodland Public Library has two community rooms that may be rented for general use by members of the public who have a Woodland Public Library account in good standing. The Leake Center Community Room can accommodate 245 standing guests or 100 seated. The Leake Center Conference Room can accommodate 12 seated guests. The Library Courtyard may be rented in conjunction with either the Leake Center Community Room or the Leake Center Conference Room.

The mission of the Woodland Public Library is to inform, enhance the quality of life, and to foster life-long learning in the community of Woodland. The function of the Woodland Public Library Leake Center is to provide a safe and supportive environment that furthers this primary purpose and encourages the use of the Library's informational, educational, and recreational materials, programs, and services. In order to achieve these aims the Library must maintain a safe and reasonably quiet environment that takes into account the safety and welfare of its patrons, buildings, and staff. Public use of the Leake Center is not the primary purpose of the Library and shall not disrupt its main purpose.

Reservation of Leake Center Rooms

Community groups are permitted and encouraged to use these community rooms for educational, cultural, or intellectual activities when such use does not conflict with regular Library programs, are consistent with the rules for eligibility and use as set forth in this *Policy*, and comply with the procedures and limitations specified in the *Leake Center Room Use Agreement*.

Room reservation requests may be submitted in person, by phone, or by e-mail during regular business hours. Leake Center Room reservations are handled by contacting the Literacy Office at 530-661-5986 or e-mailing leakecenter@cityofwoodland.org.

Eligibility

1. Organizations eligible to reserve Library community rooms (in priority order):
 - Woodland Public Library-sponsored meetings, programs, etc.
 - Woodland Public Library-affiliated groups (e.g. Board of Trustees, Friends of the Library, Rose Club, etc.)
 - City of Woodland Departments
 - Civic and school groups
 - Non-profit or community organizations not included above
 - Commercial use is limited to in-service training of staff

- Private individuals

Reservations

Rooms are available Monday through Thursday 9:00 a.m.-10:00 p.m.

Occupancy time must begin during Library open hours.

Reservations are accepted on a first-come, first-served basis, up to one year in advance of rental date.

You may tour the Leake Center rooms during open Library hours by appointment, provided there are no events in progress.

Reservation times must include set-up and take down/clean up time. Take down/clean up time is defined as removing garbage and food remains and returning room to original table/chair configuration.

Groups 2 and 3 may use a Leake Center room up to 4 times per month. See fee schedule for Group definitions.

The individual reserving Leake Center rooms must have a Woodland Public Library card in good standing.

Usage

Individuals reserving the Leake Center rooms must be 18 years or older and 21 years or older if alcohol is being served. A photo ID with the applicant's address and birthdate must be submitted at the time of the reservation application.

For events open to the public; Woodland Public Library must be named on all printed materials regarding the event. Our name must be spelled out in full. The correct address is 250 1st Street, Woodland CA 95695

No use of the Leake Center shall result in a private individual or entity profiting from the activity authorized.

The fact that a group is given permission to meet in a Leake Center room does not constitute endorsement of the policies or beliefs of the group by the Library Services Director, the Library Board of Trustees, or the City of Woodland. The Library reserves the right to request that groups not associated with the Library state clearly in press releases and other publicity that the meeting is not Library sponsored and that the

presence of the group in the room does not constitute endorsement by the Library. Permission to use the rooms is not transferable.

No smoking is allowed in any Leake Center room or on Library grounds, including the Rose Gardens and outside lawns.

Fire code does not permit open flame devices. No smoke/fog machines are allowed. All users and guests are required to follow safety rules for public buildings. Occupants will be evacuated during a fire alarm.

Decorations which do not damage the walls, ceiling, or furniture are permitted. No scotch tape or masking tape may be used to hang items. Wall decorations are limited to a tackable surface, if available, or can be hung by the use of putty tack.

Candles and/or open flames are not permitted.
All decorations must be removed when the event is over.

The individual or group reserving the room assumes full responsibility for the conduct of the guests at their function.

Parking availability is not guaranteed and may be limited.

In the event of an emergency such as a power outage, natural disaster, etc., the Library will not be held responsible for interruption of a reservation. The Library reserves the right to cancel a reservation without notice or liability. Refunds will be made if cancellation is necessary.

Wireless Internet access is available in the Leake Center rooms. Users should test connectivity in advance. Organizations must provide their own computer, wireless access card, projector, and other equipment. Library staff is not available to troubleshoot user computer equipment.

The Library provides a screen, podium, and whiteboard in the Leake Center Community Room and a whiteboard in the Leake Center Conference Room.

Maximum occupancy must not exceed posted limit.

The Library is not responsible for loss or damage to individual or group property before, during, or after use of the rooms and courtyard.

The Library does not provide set-up of the rooms. Each user is responsible for set-up and clean-up. Users may arrange chairs and tables as they wish. Any damages to the

rooms or equipment in the rooms by the user will be charged to the user. Users will be charged for janitorial or staff time to clean the facility if the room is not left in its original condition. The rooms/courtyard shall be left in the same condition in which they were found, including the placement of chairs and tables.

Due to limited kitchen facilities, only simple refreshments may be served in the rooms. Portable gas grills are permitted in the courtyard. Individuals or groups using the courtyard must have prior approval from the Library Services Director to use a portable gas grill in the courtyard. No alcoholic beverages may be served or consumed when the Library is open to the public. No alcoholic beverages may be served or consumed when the library is closed to the public unless a certificate of liability insurance in the amount of \$1,000,000 is provided to the Library prior to the meeting with an endorsement identifying the City of Woodland as an additional insured. In addition to the above, selling alcohol requires a Special Daily License/Event Permit issued by the California Department of Alcoholic Beverage Control. <http://abc.ca.gov/>. Your application must include permission by the Library Services Director or designee and the Police Department.

The Library can impose reasonable conditions for the use of the Leake Center rooms and courtyard to ensure that public or private property is not damaged through the use of its facilities and to ensure that the safety, welfare, and comfort of the public is not disturbed. This includes restrictions on the use of amplified sound. The use of the rooms and courtyard must not disturb the normal activities of the Library. Illegal activities shall not be permitted in the rooms/courtyard or on Library premises and such activity will result in immediate eviction and denial of future use of the Library's facilities by groups or individuals violating this policy.

Fees

Fees for each room are on an hourly basis, see fee schedule attached. Set-up and clean-up time must be included in paid reservation time. Use fees should be received at least seven days prior to use of the room. The Library must be notified at least 72 hours prior to a scheduled user's cancellation in order to receive a refund. No partial refunds for unused time will be made. If any Library personnel are required to deliver keys, secure the library and/or community room, or return to the Library for any other problem caused by the user group, the group will be charged a \$50 callback fee. This charge must be paid before any future use of the community room is allowed. If the community room must be re-keyed due to a lost key, the user will be billed the full amount.

The following organizations are exempt from the Leake Center room use fee: Woodland Public Library sponsored programs and events, Friends of the Woodland Public Library, Woodland Library Rose Club, and City of Woodland Departments.

Room use fees are established by the Board of Trustees, adopted by the Woodland City Council, and included in the City of Woodland Municipal Fee Schedule. To secure a reservation, applicants must read and accept this Policy, and complete and submit a signed *Leake Center Room Usage Agreement*.

Signed *Agreement* and fees must be received by the Library representative handling the reservation as specified in the *Leake Center Room Usage Agreement*.

Woodland Public Library Leake Center Community Rooms Fee Schedule

Group 1: Exempt from Fees

- Woodland Public Library-sponsored meetings, programs, etc.
- Woodland Public Library-affiliated groups (e.g. Board of Trustees, Friends of the Library, Rose Club, etc.)
- City of Woodland Departments

Group 2:

- An organized club or special interest group that has non-profit status with open membership that works directly with youth and youth are present and engaged in the activities held in the community rooms. The group must have a formal organization. For example: scouting groups, youth groups, 4-H

\$10 per hour Leake Community Room

\$10 per hour Leake Conference Room

\$10 per hour Library Courtyard (in addition to Leake Room fee)

2 Hour minimum Reservation

Group 3:

- Civic groups
- Non-profit or community organizations not included above
- Commercial use is limited to in-service training of staff
- Private individuals

\$30 per hour Leake Community Room

\$20 per hour Leake Conference Room

\$20 per hour Library Courtyard (in addition to Leake Room fee)

2 Hour minimum Reservation

Leake Center Community Room Reservation Form

WOODLAND PUBLIC LIBRARY
Leake Center Community Room Reservation
ONE RESERVATION PER FORM

Organization _____ Type of Activity _____

Reservation Date _____ from _____ am / pm to _____ am / pm Number of Persons Expected _____

Person Responsible _____ Phone _____ Card #: _____

Address _____

GROUP 2 RENTAL RATES:

Community Room \$10/hour,
Conference Room \$10/hour
Courtyard* \$10/hour (in additional to room fees)

GROUP 3 RENTAL RATES:

Community Room \$30/hour,
Conference Room \$20/hour
Courtyard* \$20/hour (in addition to room fee)

ROOM(S) RESERVED:

- Leake Community
 Conference Room
 Courtyard

LIBRARY EQUIPMENT NEEDED:

Tables (Approx. number) _____
Room Chairs (Approx. number) _____
Pull Down Screen: Y / N
Podium: Y / N
Stove Y / N

WIFI REQUESTED:

- YES
 NO

PLEASE READ BEFORE SIGNING

I have the authority to enter into this agreement for the above organization. I have read the policies relating to the use of rooms/equipment and agree to abide by them. I agree to leave the room(s) in a clean and orderly condition and guarantee restitution for loss or damage to any equipment, furniture or other library property.

I understand that failure to comply with these policies/procedures may result in denial of future use of library premises and/or equipment by the above organization.

Indemnity and Hold Harmless

The applicant and/or Organization is solely responsible for the event conducted within the facility and shall bear financial responsibility for all damages to the City's property, or for any claims made as a result of any accidents or injuries to the Renter, guests, or invitees or any person providing services to the applicant and/or organization shall be responsible for the control and supervision of the people in attendance during the use of the facility and shall see that no damage is done. Any violation of this provision may result in a denial of further permits and financial loss. Renters shall assume the defense of and indemnify and save harmless the City, its officers, employees, and agents from all claims, loss, damage, injury and liability of every kind, nature, and description directly or indirectly arising from the performance of his operation under the Agreement. Acceptance of the City of the Insurance Certificates does not relieve the renter from liability under the indemnity and Hold Harmless Clause.

I have read the Reservation Policy and agree to abide by all of the conditions of this application and of any contract or permit issued based on this application.

Signed _____ Date _____

Staff Use Only
Date Received _____
Group Type _____
Total Fee _____
Date Paid _____
Approved _____

