

Updated and approved: 11/2021

Public Meeting Room Policy

When space is not being used for Long Beach Public Library sponsored programming and services, the Library's meeting rooms are available for use by individuals, groups, organizations, and other entities. The primary purpose of Library facilities is to implement regular Library programming and services.

Library-sponsored and administered activities shall have priority in determining use of Library facilities.

Individuals and groups approved to use Library meeting rooms may not charge admission, use the Library rooms for fund-raising purposes, use the Library rooms for religious services or engage in commercial activity inconsistent with the mission and purpose of the Library. Meetings of political organizations as defined by Election Law Section 1-104, Subdivision 3 and Education Law, Section 414 (1) (e) and electioneering within the Library are prohibited.

Permission for use of Library meeting rooms in no way implies Library endorsement of the goals or activities of any individual or organization receiving such permission. Individuals and groups approved to use Library meeting rooms shall not discriminate against any individual on the basis of age, race, sex, ethnicity, color, national origin, ancestry, sexual orientation, height, weight, marital status, veteran status, physical or mental disability, gender identity or expression, or religion with respect to access to Library space. Further, the Library reserves the right to reject any application, in its sole discretion, by an organization whose proposed meeting poses an imminent danger to the public.

Use of Library meeting rooms may not interfere with normal Library functions and operations. The Library reserves the authority to maintain order and discipline on its premises and to take such action as may be necessary or appropriate to protect the well-being of staff and patrons.

The following general conditions must be met for an individual or group to request a room reservation.

1. Rooms will only be available for use during the hours the Library is open to the public.
2. Rooms are prioritized for groups with headquarters in, or that provide substantial services to the citizens of, the Long Beach School District. If not a community group, priority is given to others in the order below.
 - a. Local, county, state, and federal government agencies
 - b. Local, county, state, and federal educational, cultural, civic, and recreational organizations
 - c. Individual residents of the Long Beach School District
 - d. All others
3. If space is available and not in use by the Library or the entities listed above, businesses, for-profit, and private entities may be allowed to reserve a room at the rate of \$40 per hour.
4. An individual representative must reserve and assume responsibility for the room. They must be at least 18 years of age and be present at the meeting/event for which the room has been reserved.

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5. Room reservation requests, including the Library's indemnity agreement, must be submitted online at least thirty (30) days before the requested date. If you need assistance with the online room reservation request system, please visit the Adult Services Reference Desk at the Main Library.
6. To encourage the use of its meeting rooms for diverse events and to give all qualified groups access to this service, no group may book a meeting room more than once per month or 12 times in a 12-month period.
7. Only covered drinks are allowed in the Auditorium
8. In consideration of the use of the meeting room facilities, each entity or individual agrees that it will pay for all damage to any property of the Long Beach Public Library resulting directly or indirectly from the conduct of any member, officer, employee or agent of the organization, group, or any person in attendance, and individuals and entities assume all responsibility and liability for property damage or personal injury or loss sustained by any attendee and indemnifies and hold harmless the Long Beach Public Library, its employees, and the Board of Trustees from any and all liability arising from the use of any meeting room, including the reasonable cost of attorney fees and expenses incurred in the defense of any litigation against the library arising out of any use of a meeting room.

Additional Guidelines

- All meetings must be free and open to the public.
 - For the safety of our youngest patrons, only parents or caregivers of the children attending a meeting or event shall be allowed to accompany them.
- All meetings must be completed 15 minutes before the Library closes, unless arrangements are made with the Library Director at least sixty (60) days in advance. If a meeting will extend past the Library's regular closing time, it will be subject to charges based on staffing, supplies, and utility costs which must be paid at least two weeks before the meeting.
- The capacity of each room is established by Fire Codes and as such shall be strictly enforced. In further compliance with Fire Codes, seating arrangements must permit clear aisles and unobstructed access to exits.
- Permission to use the Library's meeting rooms shall be subject to cancellation by the Library Board at any time at its discretion. Since the facilities are principally for library programming, any meeting may be preempted because of such programs. Library staff will make a reasonable effort to reschedule the date and/or space.
- It is the responsibility of the individual or group requesting a room to alert the Library of cancellation as soon as possible. Should an individual or group fail to provide notification of a cancellation two times ("no-show"), no rescheduling or rebook will be allowed until coming before the Board of Trustees at its next scheduled meeting to discuss rescheduling.

Capacity of Available Rooms

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- Main Library
 - Auditorium (full/undivided) - 210
 - Auditorium (front half) – 96
 - Auditorium (back half) – 96
 - Auditorium (back west) – 65
 - Auditorium (back east) – 48
 - Program Room – 50
- West End Branch – 40
- Point Lookout Branch – 40

Room Setup

As part of the room reservation request, the anticipated setup and disassembling time for a meeting must be given. Typical room setup configurations can be selected at the time of booking. Library staff will not be responsible for any special room set ups beyond what is available in the reservation system. In those cases, organizations will be responsible for room set up and must return the room to the original arrangement at the completion of the meeting. Failure to comply may result in the suspension of a group's meeting room privileges.

Audiovisual Equipment Use

Requests for audio-visual equipment must be made at the time the room is reserved. The suite of equipment available for each room or location varies. Trained library staff, when in the building, will provide basic assistance with library-owned equipment. If staff are not available, the library will provide simple written instructions for equipment use. The Library makes no guarantees that personal equipment will be compatible with the Library's system.

Auditorium

The Auditorium has the capability of being divided into two or three smaller meeting spaces. When applicable, given the intended use of the space and expected audience size, the Library requests that those interested in reserving the Auditorium use only part of the space to allow for the possibility of other programs and keep program noise to a minimum to ensure other programs and meetings happening simultaneously are not disturbed. Only covered drinks are allowed in the Auditorium.