

# Carlsbad Public Library

## Annex Use Policy

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Use of the Library Annex is governed by the rules drawn up by the Library Board of Trustees. Rules are periodically reviewed by the Library Board of Trustees, and the Library Board of Trustees has final authority in recommending use of the Library Annex.

### **A. Acceptable Uses**

1. The Library Annex shall be used for gatherings and activities which reflect and adhere to the Mission Statement of the Library, as stated here:

#### *Carlsbad Public Library Mission Statement*

*The mission of the Carlsbad Public Library is to meet the evolving educational, cultural, and recreational needs of the public by providing modern library resources and services. The Library strives to acquire materials, plan programs, and provide services that reflect an understanding and consideration of the community served, with concern for all ages, backgrounds, interests, abilities, and levels of education.*

2. The Library Annex shall be used primarily for educational and cultural activities and is open to individuals and groups in the Carlsbad area, as well as to groups from the city, state and federal government.
3. Programs of special interest, such as those put on by collectors and hobbyists, are welcome. Public education programs sponsored by a government agency or non-profit organization are encouraged.
4. Groups using the Library Annex may not charge a fee, collect donations, or receive remuneration from clients.

### **B. Unacceptable Uses**

1. The Library Annex shall not be used for private parties or ceremonies, such as weddings, private receptions or gatherings, birthday parties, reunions, showers, anniversary celebrations, etc.
2. The Library Annex shall not be used by any group for commercial, for-profit activities. For example, individuals may not use the Library Annex to hold a rummage sale or auction; businesses may not use the Library Annex as a storefront to sell their products; attorneys may not use the Library Annex to take depositions from their clients.
3. Charitable fundraising or soliciting of funds is not permitted in the Library Annex. An exception to this rule is the Friends of the Library book sale.

4. Meetings hosted by a company or individual which promote, advertise, lead to the sale of a product or service, or deal with recruiting or training of company representatives are not permitted. For instance, representatives of cosmetics lines, household products, insurance and the like may not reserve the Library Annex to hold public meetings which present their products and services for sale, or to recruit or train new representatives.

5. Groups wishing to use the Library Annex who have been denied access due to provisions in this policy are free to petition the Library Board of Trustees for special permission to use the Annex, but no guarantee is made by the Board to grant such permission.

### **C. Availability**

1. In general, the Library Annex is available during regular business hours of the Carlsbad Public Library. Exceptions may be made with permission of the Library Director.

2. Library programs generally take precedence over all other meetings. The Annex is reserved for library summer programs during the months of June, July, and August. The Library Director shall decide which group may use the Library Annex in the event of scheduling conflicts.

3. The Library Annex is available for regular monthly meetings. However, due to high demand for meeting space, groups may not reserve the Annex for regular weekly meetings.

4. In some cases, a group of weekly or daily meetings of short duration (less than a month) may be allowed, with prior permission from the Library Director. Reservations for such meetings will be set up with specific start and end dates.

### **D. Reservations**

1. Groups wishing to use the Library Annex must request the date and time desired from the librarian at the information desk. Library Annex use is on a first come, first served basis.

2. Groups who wish to use the Library Annex are required to fill out a reservation form. The form contains contact information for the group, as well as space to indicate how the group would like to have the room set up with tables, chairs, speaker podium, etc. The Library Director reserves the right to ask group members to assist with their own set-up if library staff is not available.

3. Application must be made at the Information desk or via fax by an authorized organizer of the group. While it is acceptable to call the library and determine whether a certain time slot is available, **the reservation is not completed until a signed application form is on file. Groups will not be allowed access to the Annex until a**

**group member has signed a reservation form accepting financial responsibility in case of damage.** Applications will be kept on file for one year in the event the group needs to schedule another meeting.

4. All regular monthly meetings must have a new reservation form filled out at the start of each year beginning in September, or if a change in responsibility or required setup occurs.

5. **The person who fills out and signs the application assumes full responsibility for his organization, including paying the costs for any damage, theft, or spills which occur. See Section G of this document.**

6. The Library Board of Trustees reserves the right to review any or all applications for Annex use and may demand sufficient time to make proper investigation before granting approval.

## **E. Entry**

1. The organizer of the event to be held in the Library Annex should plan to arrive first and come to the Information desk to let the librarian in charge know that he or she is present. The librarian will escort the organizer to the Library Annex and unlock the outer doors.

2. All groups who are holding meetings in the Library Annex should advise their members that they are to enter the meeting area directly through the east Annex portico entrance (beneath the mural). Entry is *not* permitted through the alarmed emergency doors which separate the Annex and the Library.

3. It is not permissible to prop or otherwise keep the outer doors to the Annex open, as this interferes with the climate control equipment.

## **F. Food and Beverages**

1. Light snacks and beverages may be served in the Library Annex. Alcoholic beverages are not permitted. The Library Annex is not available for banquets or catered meals.

2. Groups must clean up after serving snacks, which includes collecting waste and disposing of it properly, cleaning tables, and cleaning up the kitchenette. Cleaning costs may be charged if spills occur. See Section D, item 4, and Section G of this policy.

3. No smoking is permitted inside the building or within 25 feet of the outside entrance. This applies to both regular and electronic tobacco products, per City Ordinance No 2014-26.

## **G. Damages and Liability**

1. In the event of damage or theft, the City Administrator (or designee) will assess cleaning, repair, or replacement costs to the individual who signed the reservation agreement for his or her group.
2. The Library accepts no responsibility for injuries to people using the Library Annex or for loss or damage to personal property. Report any injuries promptly to the Librarian in charge.
3. Supervision of children is not provided by the Library staff while their parents are meeting in the Library Annex. For their personal safety, children should remain with their parents. See the Safe Child Policy for more details.
4. Groups who have permission to use the Library Annex outside of normal operating hours agree to secure the outside doors and turn out lights when leaving the building.
5. Group representatives shall receive a copy of this Policy.

## **H. Cancellation**

1. The Library Director reserves the right to cancel a reservation for any reason. However, the library will make every effort to honor reservations that have been properly made.
2. Groups should notify the Library of meeting cancellations as soon as possible. Groups which cancel meetings or fail to appear more than three (3) times in succession may have their regularly scheduled meeting time reassigned to another group at the discretion of the Library Director.

## **I. Limitations**

1. The maximum number of people in the Library Annex is limited by the Fire Marshall to **106**.
2. Groups wishing to make use of the Library Annex outside of normal operating hours must make arrangements in advance with the Library Director at the time of requesting the facility. Such requests for special access arrangements shall be granted at the discretion of the Library Director.
3. Groups which do not abide by the rules set forth here may be denied access to the Library Annex for meetings in the future, at the discretion of the Library Director and/or the Library Board of Trustees.

*Approved by Carlsbad Public Library Board of Trustees April, 2006.  
Revised November, 2006. Revised September, 2009. Revised September, 2014.*