



Madera County Library - Meeting Room Policy

Madera County Library meeting rooms are intended primarily for the use of the Library and Library-sponsored programs, Friends of the Library, County of Madera, and other governmental agencies. As part of its community outreach service, the Library also provides meeting room space to the public to benefit the community.

The meeting room may be reserved in compliance with the following regulations:

1. Use of the meeting room is free of charge to non-profit organizations and not-for-profit groups and is available during the hours the library is open. After hour use is considered on a case-to-case basis. Library sponsored programs and library-related activities are given priority should scheduling conflicts arise.
2. For-profit organizations may request use of the room, to be considered on a case-to-case basis. A rental fee of \$50.00 per use will be charged to for-profit organizations for use of the room.
3. If after hours use is approved, a \$10.00 deposit is required to check out a key. The key must be returned to the same library within 24 hours of use of the room. Upon return of the key, the \$10.00 deposit will be returned. A key may not be needed for meetings that start before the library closes to the public.
4. A "Meeting Room Reservation – Application Form and User Agreement" must be filled out by an adult (21+) and the contact person making the reservation should be a member of the sponsoring group and must be present for the duration of the usage.
5. Activities sponsored by organizations for commercial gain, group gain, or individual gain are not permitted. Buying and selling are not permitted at meetings sponsored by for-profit groups. Library performers who offer books, music CDs, or other materials that relate to their presentation may do so with prior approval providing it takes place at the time of their performance and transactions are handled by the group.
6. Meeting rooms are NOT available for private parties, commercial purposes, promotion or sale of services, non-library fundraising, campaigning activities, proselytizing, advertising a product or service, or for conducting classes for profit. All events must be free and open to the public.
7. If a library location is unexpectedly closed for any reason, including inclement weather, all previously scheduled meetings and room reservations that day will be canceled.
8. Groups are responsible for arranging tables, chairs, and other furniture or equipment to meet their needs. After use, the room and adjacent restrooms must be returned to their original state.
9. Kitchens may be available upon request at the Madera, Chowchilla, and Oakhurst locations. Light refreshments may be provided by the sponsoring group. Users of the meeting room are asked to bring their own utensils and supplies and clean up after use. If refreshments are served,



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the sponsoring group must sweep, take trash out, and wipe down tables. A cleaning fee may be charged if the room is left disorderly.

10. Alcoholic beverages and tobacco products are not permitted at any time.
11. Any lost or damaged furniture or equipment, or damage to walls, floors, or other parts of the room, is the responsibility of the sponsoring group. The Library is not responsible for loss or damage to personal property of the public resulting from use of the room.
12. Use of the meeting room should not be publicized in any way that implies Library sponsorship of the meeting or event. The Library's address and phone number should not be used as the primary contact for an event or meeting in the room unless it is a Library-sponsored program.
13. Use of the library's technical equipment may be available upon request. Any damage to technical equipment is the responsibility of the sponsoring group.
14. Groups may reserve the room for continuous use for no more than three months at a time. At the end of the three-month period, the room may be reserved for another three months if another group has not asked for the room on those dates. Recurring use may not be daily.
15. Any meetings that would be disruptive to library operations and use are prohibited. Library staff may freely enter the room at any time for any reason.
16. The library does not limit or discriminate against use of the meeting room based on the subject matter or content of the meeting or on the beliefs or affiliations of the meeting's sponsors.
17. Use of the library meeting room by any sponsoring group does not necessarily constitute an endorsement of the event or that group's policies or beliefs by Madera County Library or the County of Madera.
18. Groups using the meeting room are financially responsible for any damage or injury resulting from misuse of the room, furniture, or equipment. Madera County Library and the County of Madera are not liable and will be held harmless for any claim, suit, judgment, cost, expense, or responsibility arising from the use of the meeting room.
19. The Library reserves the right to cancel or refuse any future reservations for failure to follow the conditions of use.
20. The Library reserves the right to reschedule, cancel, or refuse use of the meeting rooms at any time for any reason.



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Meeting Room Reservation – Application Form and User Agreement

The application must be reviewed by library staff for confirmation of availability. Filling out this application does not guarantee the use of the Library Meeting Room.

Name of Group or Agency: _____

Applicant Name: _____

Cell Number or Home Phone: _____

E-mail Address: _____

Purpose of Meeting:

Type of Organization:

- Non-Profit Community Organization
- Not-For-Profit Group
- For-Profit Business or Organization
- Other (Please state):

Meeting Room Location:

- Chowchilla Ginsburg Room
- Madera Galloway Room
- Madera Ranchos Room
- Oakhurst Flammang Room

Meeting Frequency:

- One time use
- Monthly up to 3 months (Please list dates below)
- Other (Please explain and list dates below):

Today's Date _____ Date(s) Requested _____

Start and End Time _____ Estimated Number of Attendees _____

Approximate # of chairs needed _____ Approximate # of Tables needed _____
(You will be responsible for room setup and returning furniture to original state after meeting.)

Equipment Requested:

- YES - I have read and agree to the terms of the Madera County Library Meeting Room Policy. If applicable, I understand that I must return the key to the library within 24 hours of each use. I understand that my \$10.00 key deposit will be returned when the key is returned.

My organization does or does not maintain liability insurance.

Signature of Applicant _____ Date _____