

# **EL SEGUNDO PUBLIC LIBRARY MEETING ROOM POLICY**

## **Purpose of Rooms**

The Friends of the Library Meeting Room and Literacy Room were established in 1992, to provide public meeting room space and a free study room for Literacy students who participate in the Library's Literacy Program. In 2005, four new meeting rooms were constructed and named the Blue Butterfly, Sand Dune, Gazebo, and Rose Garden Rooms. Their purpose was to provide additional meeting space for Literacy tutors/students, other students, governmental agencies, organizations and businesses requiring small conference areas. The meeting rooms, excluding Friends of the Library, Gazebo and Rose Garden Rooms, can also be used for individuals under certain conditions prescribed below.

In 2011, two new rooms, the Technology Room and the Skype Room, were added on the main floor. The Technology Room was added to provide a training space for eReader and other technology training. The Skype room was added to provide small group video-conferencing capabilities via Skype.

## **Meeting Room Fees**

1. There are no charges for use of the Literacy Room, Blue Butterfly Room, Sand Dune Room, Skype and Technology Room. The priority for use is: 1) El Segundo Public Library Literacy Program tutors and students; 2) Friends of the Library; 3) City staff; 4) non-Literacy students, and; 5) individual library patrons or small groups.
2. The Friends of the Library, Gazebo and Rose Garden Rooms have set fees. Non-El Segundo Governmental agencies/School Districts and non-profit organizations pay \$10.00 per use. The room fee is waived for El Segundo-related Government agencies provided the event is directly affiliated with and/or attended by an El Segundo Council Member or a staff member. Business owners for profit, or their representatives, pay \$30.00 per hour. Literacy tutors and students, The Friends of the Library, El Segundo City staff, and El Segundo School District staff are exempt from these fees.
3. A meeting room application form with guidelines in using the rooms must be completed and signed by the responsible party before reservations are confirmed. Where fees and deposits apply, they must be paid three days prior to use of the facility.
4. Cancellations and booking changes made two days prior to the meeting date will be subject to forfeiture of room fee.

## **Meeting Room Scheduling**

1. The Friends of the Library, Gazebo and Rose Garden Rooms can be reserved during regular Library hours by the Library Administration Office. The Blue Butterfly, Sand Dune, Skype and Technology Rooms can be reserved during regular Library hours at the Reference Desk and must be high school-age or older unless accompanied by a parent, guardian or teacher.

2. The Literacy Room may be pre-booked only by Literacy tutors/students. If the room is empty, adult individuals or groups may use it subject to being bumped by a Literacy tutor/student. If no Literacy tutor/student requests the room, those using the room may stay for up to two hours. Once the allotted time is past, individuals and groups may stay in any non-fee, empty room if no one else comes to request the room; however, they must vacate if the room is requested.
3. Literacy tutors/students get first priority for booking the Blue Butterfly and Sand Dune Rooms. The Gazebo and Rose Garden Rooms may also be used by Literacy tutors/students if the other study rooms are already occupied, and if the Gazebo and Rose Garden Rooms are not booked by Administrative Services.
4. The Blue Butterfly and Sand Dune Rooms may be booked for up to two hours. Non-Literacy individuals and groups may have only one pre-booking per day. Once the allotted time is past, individuals and groups may stay in any non-fee, empty room if no one else comes to request the room; however, they must vacate if the room is requested.
5. Individual library patrons or small groups, high school age and over, may use the Blue Butterfly or Sand Dune Rooms if none of the Literacy tutors/students are utilizing the rooms. The Gazebo and Rose Garden Rooms may not be used by individuals or other users without paying the normal meeting room fees.
6. The Skype Room may be pre-booked only by Skype users using the Library Skype equipment for a period of up to two hours per day. When the Skype Room is not being used by Skype users, using the Library Skype equipment, it may be used as a study room for a period of up to two hours per day. A picture ID will be required to check out the remote for the television. Once the allotted time is past, individuals and groups may stay in any non-fee, empty room if no one else comes to request the room; however, they must vacate if the room is requested.
7. Technology users wishing to use the eReaders or other technology for training will get first priority for booking the Technology Room. The Technology Room may be pre-booked only by Library employees conducting training. When the Technology Room is not being used for training, it may be used as a study room for a period of up to two hours per day. Once the allotted time is past, individuals and groups may stay in any non-fee, empty room if no one else comes to request the room; however, they must vacate if the room is requested.
8. The Rooms may not be left unattended for more than 10 minutes. The library is not responsible for personal items left in the room.
9. If you arrive later than 15 minutes past your appointed time, your room may be released to someone else.
10. Please be courteous to other patrons by keeping noise levels and voices as low as possible. The meeting rooms are not soundproof. Proper library conduct in the rooms as set forth in the ***Library Rules & Regulations*** will be strictly enforced.

The Friends of the Library Meeting Room is located downstairs adjacent to the Youth Services area. The four meeting rooms are located on the main floor of the library on the north side of the building (see diagram). The Literacy Room is located in the center of the main floor on the west side near the paperback collection. The Skype and Technology Rooms are located on the main floor of the Library in the center of the building on the east side.

