

POLICIES AND PROCEDURES

CITY OF OCEANSIDE COMMUNITY ROOMS AT CIVIC CENTER AND MISSION BRANCH LIBRARIES, AND JOHN LANDES COMMUNITY CENTER

1. Community Rooms managed for the City of Oceanside by the Library Department are open for use by groups, organizations and businesses engaged in educational, cultural, intellectual, civic or charitable activities; and will be available on an equitable basis, regardless of the beliefs or affiliations of the individuals or groups requesting their use. Private parties not open to the public (e.g. wedding rehearsals or birthday celebrations) are not permitted.
2. Use of the Community Rooms does not constitute Library or other City department endorsement of the program. All publicity is the responsibility of the applicant and must clearly identify the sponsoring organization. The Library is not a source of information concerning the event and no advertisement or announcement implying such will be permitted. The location of the Community Room may be publicized, but no City telephone number may be used in any publicity material. The name, address, or contact information of any City department may not be used as the official address or contact of any group using the Community Rooms.
3. The Civic Center Library Community Room may not be used by any outside organization more than once per quarter (3 months) and the Mission Branch Library and John Landes Community Rooms may not be used more than once per month.
4. The hours of operation for the Civic Center and Mission Branch Library Community Rooms are 7:00 a.m.-10:00 p.m., Monday-Sunday. Hours of operation for the John Landes Community Room are 9:00 a.m.-8:00 p.m., Monday-Friday. City facilities are closed and the Community Rooms may not be used on the following holidays: New Year's Day; Martin Luther King, Jr. Day; Memorial Day; Independence Day; Labor Day; Veterans Day; Thanksgiving Day; the day after Thanksgiving Day; and Christmas Day.
5. Applications for use of the Community Rooms must be approved before use is authorized, and must be submitted at least 14 days prior to the date of the event; times requested must include user's access and clean-up times. Hourly fees and a non-refundable cleaning fee may be charged and are due at the time of application approval.
6. Applications will be accepted on a first-come, first-served basis and the City retains priority for use of the rooms. Priority will also be given to organizations and groups headquartered in Oceanside, or whose membership is composed of Oceanside residents. In the event that the Library finds it necessary to cancel a scheduled meeting, every reasonable effort will be made to notify the applicant at least 72 hours in advance and/or reschedule for another time or location. The City may deny or cancel any application for due cause, and reserves the right to suspend usage by any group that does not abide by the stated policies.
7. If an applicant fails to notify the Library of cancellation 72 hours prior to the scheduled event, all fees will be forfeited.
8. The individual signing the application form must be at least 21 years of age; adult supervision is required for any group of minors. Applicant is responsible for managing orderly behavior of all attendees. Misconduct by participants or misrepresentation on the application may result in rejection of an organization's future applications. In any case of severe misconduct, City staff may immediately terminate the event and clear the premises. Note: removed language specifying "use of the facility is non-transferable to another person or group."
9. The applicant and their organization will be held responsible and assume liability for all fees and any damages beyond reasonable wear that may occur to the facility or equipment.
10. Users of the John Landes Community Room are responsible for its cleanup at the conclusion of the event. This includes returning tables, chairs, and other supplies and equipment to their original condition and location, and removal of all trash. Cleaning supplies will be provided for this purpose.
11. A "Full Service" option is available at the Civic Center Library Community Room and is defined as an event that requires City staff to be on site and available to assist with the event. The Library reserves the right to mandate that any event requires Full Service. Full Service determination considerations include the type of event, the expected number of attendees and staff availability. A two-hour minimum is required for Full Service when an event is held after hours.
12. A card key may be provided in order to allow access to the Mission Branch Library Community Room during hours that the Library is closed, and a \$25 refundable deposit will be charged for use of the card key.
13. The number of attendees at a Community Room event shall not exceed the room capacity posted by the Fire Marshal.
14. Per City and California Government Codes, there will be NO SMOKING in, or within 20 feet of the entrance or exit of any Community Room at any time. City code also prohibits any smoking in the Civic Center Plaza Complex from curb to curb.
15. Food and beverages may be served in the rooms and a non-refundable cleaning fee may be charged. Alcoholic beverages may be served in the Civic Center Library Community Room, provided the organization complies with all Alcoholic Beverage Control Board (ABC) regulations and a copy of the approved license, if required, must be submitted with the application. No alcoholic beverages will be permitted in the Mission Branch Library or John Landes Community Rooms.
16. The hosting organization may invite attendees to make voluntary, charitable monetary contributions. However, the meeting must be open to the public, and individuals wishing to attend must be admitted, even if a contribution is not made. Organizations will be permitted to make sales as long as they are confined to the Community Rooms and other facility customers are not solicited. Groups selling alcohol at the Civic Center Library Community Room must comply with ABC regulations and licensing requirements.
17. The applicant agrees to hold the City of Oceanside, and the Library Board of Trustees—including each and all of their respective officers, agents, or employees—at all times free and harmless from any and all claims, demands, or judgments that may arise out of, and in connection with, or be the result of, any injury, death or property damage sustained or suffered by any person while attending an event in an Oceanside Public Library Community Room; or while on the premises of said building and grounds; unless due solely to the negligent acts or omissions of the City of Oceanside, the Library Board of Trustees, or their officers, agents or employees.

COMMUNITY ROOM FEES
**CITY OF OCEANSIDE COMMUNITY ROOMS AT CIVIC CENTER AND
MISSION BRANCH LIBRARIES, AND JOHN LANDES COMMUNITY CENTER**

Hourly Fees for Not-for-Profit Organization* or Government Agency			
	Civic Center Library Community Room	Mission Branch Library Community Room	John Landes Community Room
	Maximum Occupancy 170	Maximum Occupancy 68	Maximum Occupancy 84
Setup & Access Only	\$20	\$5 (Access Only)	\$5 (Access Only)
Full Service**	\$60	N/A (Setup is Self-Service Only)	N/A (Setup is Self-Service Only)

Hourly Fees for Oceanside Business, Commercial or For-Profit Organization**			
Setup & Access Only	\$40	\$20 (Access Only)	\$20 (Access Only)
Full Service**	\$120	N/A (Setup is Self-Service Only)	N/A (Setup is Self-Service Only)

Hourly Fees for Non-Resident Business, Commercial or For-Profit Organization**			
Setup & Access Only	\$60	\$40 (Access Only)	\$40 (Access Only)
Full Service**	\$180	N/A (Setup is Self-Service Only)	N/A (Setup is Self-Service Only)

Per Use Non-Refundable Cleaning Fee (when serving refreshments other than water only)			
	\$50	\$25	N/A (User Does Own Cleaning)

*A "Not-for-Profit" organization is defined as one with the purpose to benefit the community it serves, earning no money beyond its operating expenses. A "For-Profit" organization is defined as one with the purpose of earning money for owners, proprietors, or shareholders.

**"Full Service" is defined as an event that requires City staff to be on site and available to assist throughout the entire event.