



DATE: August 11, 2014

TO: Parks, Recreation, Marina and Cultural Commission

FROM: Michael Chandler, Senior Management Analyst

SUBJECT: Library Community Meeting Room

The Library Lease and Service Agreement (“Agreement”) between Contra Costa County and the City of Martinez establishes terms and conditions for the operation of the Martinez Library. The Agreement provides that “meeting rooms” may be used for “library and other City business and may be reserved by community groups in accordance with City guidelines.” Furthermore, Section 6 of the Agreement (“Use”) stipulates that the City shall establish guidelines for use of meeting rooms and work cooperatively with County Library staff to schedule use of the meeting rooms. Library programs are given priority use of meeting rooms but may not displace previously scheduled and approved uses. For the purposes of this discussion, the meeting room in question is referred to as the “Community Meeting Room.”

The City’s Risk Management insurance pool, the Municipal Pooling Authority of Northern California (MPA), has expressed concerns over the years regarding unsupervised use of the Community Meeting Room. The Agreement between the County and the City holds the City “entirely responsible for any use of the Library that it schedules and shall hold harmless and indemnify the County, its officers, agents and employees for such use.” As such, MPA recommends the City limit within its guidelines any *reserved* use of the room scheduled and approved by the City to adult community groups during normal Library business hours that do not involve alcohol. Individuals may continue to use the room during normal Library hours on an as-available, unreserved basis consistent with existing Library practice.

Staff has researched this item and is formulating a draft policy and procedure – factoring in the existing Agreement – in conjunction with the City Attorney, City’s Risk Management Pooling Authority, and the County to establish rules for the reserved use of this meeting room during normal library hours. This draft policy will be provided to the Library Subcommittee in the coming weeks for review and comment.