



DATE: October 15, 2014

TO: Parks, Recreation, Marina and Cultural Commission

FROM: Michael Chandler, Senior Management Analyst

SUBJECT: Library Community Meeting Room Policy and Procedure Update

RECOMMENDATION:

Approve by motion the Library Meeting Room Policy

BACKGROUND:

Staff has worked over the past few months with the City Attorney, Liability Claims Manager for the Municipal Pooling Authority, and Branch Librarian at the Martinez Library to develop a policy and procedure for use of the Library Community Meeting Room. The basic tenets of the policy were initially discussed with the Commission at the August 20, 2014 PRMCC meeting. A subsequent meeting with the Library Subcommittee of the PRMMC to go over the policy and finalize details was held on September 23, 2014. Attendees included Commissioners Gerlack and Pallotta; Karen Hansen-Smith, the Branch Librarian; Marlene Haws of the Friends of the Library; Assistant City Manager Alan Shear and Senior Management Analyst Michael Chandler.

The policy establishes a number of key components, including eligibility, restrictions, and procedures. Groups eligible to reserve the Community Meeting Room would include local schools, City co-sponsored groups, and non-profit, tax exempt community groups.

Reservations under the policy would be limited to normal business hours of the Library (due primarily to risk management concerns) and submitted no more than 60 days but not less than 15 business days from the requested reservation date. Reservations would be subject to availability of the room, as Library programs have the highest priority for the space in accordance with the Library Lease and Service Agreement from 2009 between the City and the County. The number of reservations per group would be limited to no more than twice per month and 12 times per year. No fee will be required for reservation of the room; however, the group would need to provide proof of liability and property damage insurance coverage naming both the City and County Library as additionally insured in order to secure the reservation. In the event that employees of the user group will be present at the Martinez Library Community Meeting Room, worker's compensation coverage including a waiver of subrogation endorsement in favor of the City and the County Library will also be required.

The Subcommittee approved staff's draft policy and procedure and recommended forwarding it to the PRMCC for action at the October 21st meeting.

Attachments:

Library Community Meeting Room Policy and Procedure
Request for Reservation Application Form

MARTINEZ LIBRARY COMMUNITY MEETING ROOM **POLICY AND PROCEDURE**

Purpose

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. Use** of the Agreement 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 to be given priority use of the meeting rooms but may not displace a previously scheduled and approved use of a meeting room.

For the purposes of this policy and procedure, the meeting room is defined as the large, open area room located on the lower level of the Martinez Library. This room is hereafter referred to as the “Martinez Library Community Meeting Room.”

Eligibility

There are three types of user groups that are eligible for reserved use of the Martinez Library Community Meeting Room:

1. Martinez Unified School District and Mount Diablo Unified School District – Uses submitted by MUSD or MDUSD for the purpose of serving their students.
2. City Co-sponsored Groups – Groups that receive regular financial support from the City or Events in which the City is participating as key supporter of the event.
3. Non-profit, tax-exempt community groups.

Restrictions

1. On-site supervision of community use of the Martinez Library Community Meeting Room is not provided by the City or County Library staff. Community users must provide the name of the person within the community group who will provide supervision of the use of the Martinez Library Community Meeting Room at all times during the reserved use.
2. No alcohol is permitted in the Martinez Library Community Meeting Room.
3. User groups reserving the Martinez Library Community Meeting Room must provide certificates of insurance and endorsements for comprehensive general liability and property damage insurance coverage of \$1M combined single limit naming the City and the County Library as additional insureds. In the event that employees of the user group

will be present at the Martinez Library Community Meeting Room, worker's compensation coverage including a waiver of subrogation endorsement in favor of the City and the County Library shall also be required.

4. Reservations for and access to the Martinez Library Community Meeting Room is limited to normal library hours.
5. Reservations will be limited to no more than two (2) reservations per month. Reservation requests may be made no more than sixty (60) days but not less than fifteen (15) business days in advance of the requested reservation date. Reservations will be made on a first come, first served basis. No single user group may reserve the Martinez Library Community Meeting Room more than 12 times annually.

Review and Approval

All use requests from groups or organizations fitting Eligibility categories listed above and meeting the criteria specified herein will be approved administratively. Reservations for the Martinez Library Community Room will be subject to the Room's availability.

Procedure

1. Applicant shall complete the attached "Request for Reservation of Martinez Library Community Meeting Room" application form (which includes a standard indemnification/hold harmless clause and list of required insurance documentation) and submit with the required insurance certificates and endorsements directly to the Martinez Recreation Division no later than 15 business days prior to the requested reservation date.
2. Designated City staff will review the request for eligibility and completeness. If approved, City staff will forward the reservation request to the Martinez Librarian.
3. The Martinez Librarian will review and approve or deny the requested reservation based on availability of the Martinez Community Meeting Room and will forward their action on the application to the designated City staff and Martinez Recreation Division.
4. Martinez Recreation Division staff will notify the applicant and the Martinez Librarian of the approval or denial of the requested reservation. In the event of a denial based upon unavailability of the Room at the requested date and time, the Martinez Librarian will provide alternate dates and/or times for consideration and the applicant will be encouraged to resubmit the request.

Attachment: Request for Reservation Application Form



Community Group/Organization Request for Reservation of Martinez Library Community Meeting Room

Organization Name: _____

Purpose/Nature of Use: _____

Date Request Received by Recreation: _____

List the dates/times of your requested reservation(s) in accordance with the Martinez Library Community Meeting Room Policy and Procedure. Reservations are limited to normal library hours of operation and availability of the room. As a condition of approval, all insurance documentation as required by the Policy must be presented to Recreation at the time of application. Complete applications must be received no more than 60 days but not less than 15 business days prior to date of the requested reservation(s).

Requested Date(s)	Hours	Total Hours

Will any employees of your organization be present? Yes No

I attest with my signature below that the above listed information accurately represents our intended use of the Martinez Library Community Meeting Room and that our organization shall hold harmless, defend and indemnify the City of Martinez and County Library and the respective officers, officials, employees and volunteers of each from and against any and all liability, loss, damage, expense, costs (including without limitation costs and fees of litigation) of every nature arising out of or in connection with our use of the Community Meeting Room, except such loss or damage which was caused by the sole negligence or willful misconduct of the City of Martinez or County Library.

Submitted by – Name: _____

Title: _____ Phone/Email: _____

Applicant Signature/Attest: _____ Date: _____

City of Martinez Approval: _____ Date: _____

Martinez Library Approval: _____ Date: _____