



# City of San Carlos Parks & Recreation

Last Update: 6/18/18  
(any prior updates are listed at  
end of policy)

## Library Community Room Rental Policy

*The City of San Carlos is pleased to have two meeting rooms and an attached kitchen available for community use during Library operating hours. These rooms are located on the second floor of the San Carlos Library, located at 610 Elm Street. Underground parking in the Civic Center Garage provides direct access to the Library building.*

### **Eligibility for use of the Community Rooms:**

These meeting rooms are available to the San Carlos community for San Carlos-based non-profit civic and educational community groups or organizations.

State and County agencies or other non-profit agencies providing a City of San Carlos sponsored activity that directly serves City employees or residents may be eligible to use the room(s).

### **Room Availability:**

Please note that the rooms are not available for political meetings, religious services, social purposes or for the benefit of private individuals or commercial concerns.

Requests for use of the rooms will be approved by the Director of Parks and Recreation, or his/her designee, according to the following priorities:

Daytime, Monday - Friday:

1. Library or related meetings and programs;
2. City of San Carlos-sponsored training or related events;
3. Community-oriented non-profit groups.

Evening, Monday – Friday:

1. City of San Carlos-sponsored training or related events;
2. Community-oriented non-profit groups;
3. Library or related meetings and programs.

Weekends

Same as Evening priority.

Regular library service takes precedence over all other activities during Library operating hours and the use of the meeting rooms may not interfere with the operation of the Library.

The Director of Parks and Recreation, or his/her designee, reserves the right to refuse the use of the rooms whenever, in the Director of Parks and Recreation or his/her designee's best judgment, such use would be inappropriate or does not conform to these policies.

The Director of Parks and Recreation, or his/her designee, also reserves the right to cancel advance reservations if the rooms are required for a City or Library function.

**Parking:**

Parking time limits are posted on street signs surrounding civic center. Please be aware that most parking is limited to two or three hours; however, there are no time limits on Chestnut Street (behind the library) and parking a block or two away may be preferable if you do not want to move your car every two or three hours. Carpooling is recommended.

Disabled parking spaces are exempt from time limits when displaying a disabled parking placard.

**Reservations:**

The Library Community Rooms must be reserved in advance, and are not available for walk-in use by individuals or groups.

Applicants may call San Carlos Parks and Recreation's library community room reservation line at (650) 802-4311 or e-mail [library-room@cityofsancarlos.org](mailto:library-room@cityofsancarlos.org) to check room availability before submitting a complete application packet.

Community room(s) reservations are subject to availability and restricted to Library operating hours. The rooms can be reserved up to a maximum of three calendar months in advance of the event date for San Carlos-based non-profit civic and educational community groups or organizations, six months in advance for library tenants, and up to one year in advance for City and Library uses. No group may reserve the rooms more than 16 hours per month unless by special arrangement. Reservations must include set-up and clean-up time as well as meeting time.

To reserve the Community Room(s) for your event, you will need to provide the following information:

- Application Form – completed, signed and dated
- Application Fee – See application form for fee. Please make check payable to the City of San Carlos
- Insurance Certificate – see Insurance requirements detailed below
- Additional Fees – as applicable

Applicants must submit all of the above items to the **San Carlos Parks and Recreation Office, located on the second floor of City Hall at 600 Elm Street** no later than 10 working days prior to the event; otherwise your reservation will be automatically forfeited. Please note that

reservations will not be processed until all required fees and paperwork are received. Requests will be processed in the order that they are received. Staff will confirm the reservation via e-mail, or other contact as provided by applicant.

<b>Library Community Rooms - Capacity</b>		
	Community Room A	Community Room B
Minimum	20	15
Maximum	64	52

Smaller groups will be booked into Community Room B and larger groups will be given preference for combined Community Rooms A and B. Groups smaller than 15 people may contact the library on the first floor to check availability of the library first floor conference room.

**Equipment:**

Chairs	120 chairs available for use in Rooms A&B. Additional 80 chairs may be available – please make request at time of application.
Tables	25 six-foot tables available for use in Rooms A&B.
Projection Screen	One projection screen is available in Room A. It is automated and is operated by a switch on the left wall as you enter Room A.
Podium	One podium may be used in either Room A or Room B
Presentation Cart	One presentation cart may be used in either Room A or Room B
Projector	<p>One projector is mounted in Room A. It cannot be moved to Room B. If you need to use a projector in Room B, please bring your own.</p> <p><b>If you plan to use the projector, you will need to bring the following items with you:</b></p> <ul style="list-style-type: none"> <li>• Laptop computer</li> <li>• If using a Mac computer, bring your own adapter.</li> <li>• HDMI cable. Wireless use is not reliable.</li> <li>• Long extension cord to reach the power outlet.</li> </ul> <p>Please note, there is no dedicated staff to provide assistance with A/V equipment. Do not contact Library staff, as they do not have any responsibility for the library community rooms or equipment.</p>
Glass Boards	One glass board in Room A and another in Room B. Please bring your own dry erase markers.

Please note that the permitted group is responsible for doing their own room set up and break down, including moving furniture. See "Maintenance" section below.

**Wi-Fi**

The San Mateo County Library System offers free Wi-Fi with no prior arrangements necessary.

**Fees:**

The application fee applies per use, for all applicants using the facilities. This fee helps cover janitorial, maintenance and scheduling costs associated with the room use. An additional fee may apply for requested use outside of current operating hours.

**Insurance:**

The City of San Carlos requires renters to provide a \$1,000,000 comprehensive liability insurance policy with the City named as the co-insured. When contacting an insurance carrier, please request that the following required language is written on the insurance certificate, naming the City of San Carlos as co-insured: "City of San Carlos, its officers, officials, employees, volunteers and agents."

If needed, the City of San Carlos' staff will assist you in obtaining the required insurance policy, through a contract with the City's special event insurance carrier. There will be an additional charge for insurance.

**Proof of insurance must be provided within 10 working days prior to the event.**

\*\*Insurance requirements may be waived for small group meetings of short duration when no other activity, food or beverage is involved.

**Cancellations:**

As a courtesy to the City of San Carlos and Library, organizations are asked to notify the Parks and Recreation Office at least three days in advance of canceling a meeting.

**Room Use Guidelines:**

As these rooms serve the San Carlos community, the individual reserving the Community Rooms must be present at the meeting and assumes responsibility for the use of the rooms, during the event.

No admission fees may be charged or solicited by the user nor may any item or service be sold or advertised, without prior written approval of the City.

The name, address and phone number of the Library may not be used as the official address of any organization using the meeting rooms (exception made for the Friends of the San Carlos Library); nor may any non-library group using the meeting rooms publicize its activities in such a way as to imply City or Library sponsorship.

If a flyer or written announcement of the event is used, the following disclaimer must be included:

**"The meeting space is provided as a community service by the City of San Carlos. The City neither sponsors nor endorses this event or the presenting individual or organizations."**

**(Noise should be kept to a minimum; doors must be kept CLOSED.)**

**Use of Kitchen:**

A full-service kitchen is available for use for both Community Rooms. The kitchen includes an oven, stove, refrigerator, dishwasher, sink, and a trash can.

Each group is responsible for using the equipment noted above with reasonable care. Each group is responsible for leaving the reserved facilities in a clean and orderly condition. Fees may be applied if additional janitorial or maintenance service is required.

Caterers are to bring in all the necessary equipment and supplies. Nothing other than what is stated above will be provided. Caterer's equipment or other supplies cannot be left in the Community Room outside of the event permitted hours.

**Alcoholic Beverages:**

Alcoholic beverages are not allowed.

**Maintenance:**

Room set up and break down is the responsibility of the Permitted Group. Group is responsible for leaving reserved facilities in a clean and orderly condition. Wipe down tables and chairs if unclean. Please nest chairs under the windows, collapse table tops and nest tables together - leaving half of the tables in Room A and half in Room B. Ensure that exits remain unblocked, close all doors and remove all food, beverages, signs and supplies that you brought into the facility. Fees may be applied if additional janitorial or maintenance service is required.

A partition dividing door separates the two community meeting rooms. Permitted groups will need to be prepared to close this partition as part of your room set up. Please follow the posted instructions (located near the partition dividing doors) to ensure against damaging the partition, and for safety.

Please note that tape, tacks, nails, staples, screws, etc. are not permitted on the walls, tables or equipment or anywhere within the conference room.

No smoking is permitted.

To report any problems with the library community rooms during week days, please call (650) 802-4421 or (650) 802-4140. During evenings or weekends, please call (650) 802-4321.

**Failure to Comply with Policies:**

Failure to observe these regulations will result in refusal of future use of the community rooms. Should any damage to the room or its contents result, the individual responsible for the reservation will be held liable and will be billed for the actual cost of repair/cleaning.

**Amended: 9/15/08**

**Amended: 5/10/16**

**Amended: 10/5/17**

**Amended: 3/28/18**