



Library (Hoyer Hall) Meeting Room FACILITY USE POLICIES

I, the undersigned, have read, understand, and agree to comply with the following policies and procedures, written or implied, regarding the use of Hoyer Hall.

Applicant Signature

Date

Event Date: _____

Event Hours: _____ to _____

Purpose:

The Library Meeting Room Use Policies establishes rules, regulations and procedures governing the use of the community meeting room in the Library.

Facility Description:

- The meeting room is a 1,200 square foot space with adjacent kitchenette and restrooms. The north wall of the room has two “dry-erase” marking boards, tack able surfaces, and a built in, retractable projection screen.
- Stacking chairs (110) and folding tables (10) are available for use within the meeting room.
- The maximum capacity of the Hoyer Hall meeting room is 174 persons.
- The kitchenette is equipped with a small microwave, small refrigerator, and a sink with garbage disposal.
- No on-site storage is available either before or after any event.
- Access is available through the main lobby area of the library and is on a separate lock and security system. The room is surrounded on three sides by windows, and opens onto an interior courtyard through two sets of double doors. The facility is completely accessible by ADA and Title 24 standards. The library parking lot has 64 parking spaces.

Rental Availability:

The meeting room is available for reserved use on the following day and times:

- Sunday, Monday, Wednesday, Thursday 8:00 a.m. to 10:00 p.m.
- Tuesday 8:00 a.m. to 2:00 p.m.
- Friday, Saturday 8:00 a.m. to 11:00 p.m.

Reservation procedures:

- Reservations can be made by completing the corresponding facility use application and are available in one hour increments only.
- Reservations are accepted on a first come-first served basis, a maximum of one year in advance.
- Rental time must include all set up and clean up.
- The City reserves the right to set aside times for potential library and city related activities, but will not “bump” previously scheduled events except in emergencies.
- The City reserves the right to refuse to rent to persons or groups who have abused the rental privilege in the past, or who will use the building for activities or functions that are inconsistent with the intended library and Community purposes.
- Acceptable reservation fee and deposit payment methods include check, cash, money order, or cashier's check, payable to the "City of Clayton". Credit/debit card payments are also acceptable forms of payment.
- All Facility Use Applications must be delivered in person, by mail or fax to the City Offices. Phone reservations will not be accepted. Reservations will be finalized upon receipt of payment of use fees. It is the responsibility of the applicant to read, understand, and agree to comply with all policies and rules related to the use of the Library meeting room.

Refundable Security Deposit:

A security deposit will be required to cover any extraordinary cleaning and/or damage costs incurred by the City. The refundable security deposit amount is set and approved by the City Council and is subject to amendment from time to time. To view the current applicable refundable security deposit please review the City Master Fee schedule on the City’s website. Your full deposit will be returned to you within one month following the event as long as there has been no damage to floors, walls, equipment, furnishings, or landscaping and extra cleaning is not required. Following the event, the facility will be subject to an inspection by City staff to verify the necessary cleaning procedures were completed by the renter as well as to document any damage to the facility grounds, fixtures or equipment (Exhibit A). Any time incurred by City staff to perform cleaning that is the responsibility of the renter or to repair damage to the facility, fixtures or equipment will be recovered from the security deposit. You will be billed for any damages exceeding your deposit. The determination of the assessment of additional charges shall be at the sole discretion of the City. In addition, if user exceeds reservation time by 15 min., additional fees will be deducted from the deposit in minimum half hour increments. At the discretion of the City, additional penalties may be incurred if time overage impacts a following event.

Rental Fees:

Rental fees are set and approved by the City Council and are subject to amendment from time to time. To view the current fees please review the City Master Fee schedule on the City’s website. Applicants must show proof of residency (i.e. California driver’s license or utility bill) to receive the stated Clayton Resident rate.

General Use Policies:

- All fees and use policies are subject to change.
- Applicant must be at least 21 years of age.
- Use may not conflict with normal library operations, with library sponsored or related activities, or disturb normal library services.

- All furniture and equipment is to remain within the meeting room, and may not be used out of doors.
- Parking is permitted only in designated stalls, and is at the owners' risk. Applicable parking regulations will be enforced by Clayton Police Department.
- The consumption, serving and/or selling of alcoholic beverages is prohibited except by special City permit (under certain circumstances a State liquor license may also be required). If permitted, only beer, white and rose wines will be allowed. The applicant and all adult participants will be personally responsible to ensure that no minors possess or consume alcoholic beverages.
- Smoking is prohibited in all areas of the building and courtyard.
- No pets are allowed inside the building (the only exception is trained guide dogs for the visually impaired or working dogs).
- Skateboards, roller skates, and roller blades are prohibited on all library sidewalks, curbs, bridges, and parking lots.
- Groups composed of minors must be supervised by a minimum of one adult for every ten minors.
- Applicants will be required to execute the Hold Harmless agreement on the City use application.
- The applicant will be responsible for clean up of the facility after each use (see Cleaning Rules Section) and will be billed for any extraordinary cleaning costs incurred as a result of their scheduled use.
- The applicant is responsible for having a receipt on site to show proof of rental.
- Users shall enter and leave the facility at the time specified on the permit application.
- Advertising, petitions, solicitations or sales are prohibited except with prior written permission of the City Manager.
- All decorations must be flame retardant and may not block any exit and removed at the end of the scheduled use.
- The following are prohibited:
 1. Rice, birdseed, glitter, flower petals or confetti in the facility, on walkways, courtyard, driveways, or parking lot.
 2. Lit candles or any open flame.
 3. Attaching decorations to blinds.
 4. Standing, sitting or lying on tables.
 5. Dancing on carpeted areas.
 6. The use of staples, tacks screws, nails, cello or masking tape to attach decorations or other material to walls, windows, or furniture. Decorations may be attached with thumb tacks to the tack able surface on the north wall of the room only.
 7. The release of balloons (weighted helium balloons may be used).
- All decorations must be flame retardant and may not block any exit and removed at the end of the scheduled use.
- Conditions specified are for private event rentals where alcohol is being served or otherwise available for consumption at no cost to attendees. If alcoholic beverages are to be sold at rental event, the renter must obtain a separate State of California Alcoholic Beverage Control (ABC) liquor license on their own and present it to the City prior to the event.
- Fundraisers or other event rentals open to the general public where food is being sold or made otherwise available must obtain a temporary food event permit from Contra Costa County Health Services (www.cchealth.org/eh) as required by the law and present this to the City prior to the event. The permit must be submitted to the County at least two weeks prior to the event to avoid late fee charges.
- A fully executed facility use application establishes a non-transferrable and non-assignable rental use agreement valid solely between the City of Clayton and applicant. The right to use City facility premises as specified in the application may not be sub-leased, assigned, or transferred in

any manner. Any such sub-lease, assignment or transfer shall be null and void and shall result in termination of applicant's right to use the facility under the rental use agreement and loss of future rights to reserve the facility.

Food / Beverage Rules:

- **No on-site preparation of food is allowed.** The following alternatives are permitted:
 - Pre-prepared snacks and beverages.
 - Pot luck meals.
 - Catered meals (caterers must be pre-approved by the City).
- For all food or beverage services, red, orange, or grape-colored juice, punch, soda, or red wine, are not allowed.
- Coffee pots are not available and must be provided by the applicant.

Insurance Requirements:

- All applicants shall provide the City of Clayton with proof of valid insurance coverage as evidenced by a certificate of insurance or declarations page.
- Such certificate shall provide coverage for bodily injury and property damage liability in the amount of \$1,000,000 each per occurrence. Additionally, if alcohol is being served or otherwise consumed at the event, the insurance policy shall provide host liquor liability coverage in the amount of \$1,000,000 per occurrence.
- The insurance policy shall name the City of Clayton, its officers, employees and volunteers within an additional insured policy endorsement page in conformance with the Hold Harmless Agreement and must specify that the applicant insurance shall be primary to any insurance carried by the City and without offset to City's policies.
- The insurance policy shall be properly executed with an original signature of an authorized agent of the insurance company and is due at the time final payment is made. For an additional fee the applicant may purchase special event insurance from the City contracted with a third party insurance provider. Please call for a quote.
- Contact your insurance agent regarding whether or not your homeowner's policy may be extended to cover your event.

Indemnification:

Applicant shall indemnify, defend and hold harmless the City of Clayton, its officers, employees and volunteers against and from claims or suits for damages or injury to the extent arising from applicant's negligent act, error or omission of this Rental Policy and shall further indemnify and hold harmless the City of Clayton, its officers, employees and volunteers against and from claims or suits to the extent arising from any negligent performance and against and from all costs, attorney's fees and costs of defense, expenses, and liabilities related to claim or action or proceeding brought within the scope of the indemnification.

Cleaning Requirements:

A broom, vacuum, dust pan, and trash and recycling containers and bags will be provided for users. Cleaning equipment must be returned to their storage place in good working order.

1. Wipe off all tables and chairs.

2. Return first 50 chairs to their original location prior to event (i.e. City Council meeting set-up). If applicable, stack excess chairs needed for event (>50) on rack and stack tables adjacent to wall.
3. Remove all decorations.
4. Dry erase boards are wiped down and clean if used.
5. Clean kitchen area, wipe up spills, sweep floor.
6. Collect all trash into large bags; close bags and leave in kitchenette.
7. Place glass and cans in recycle container.
8. Vacuum carpeted area. Clean spills on carpet with water only.
9. Pick up rest rooms. Be sure toilets are flushed.

Cancellation Policy:

Cancellation requests must be made in writing by the applicant. Reservation rental time changes, date changes, and cancellations will be handled in accordance with the Master Fee Schedule adopted by the City Council in place at the time written notification of cancellation and/or reservation change is received.

Last Revised: January 4, 2018

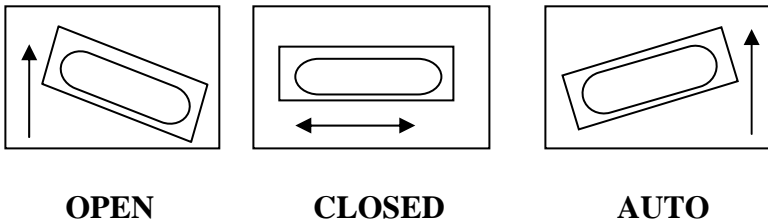
Procedures for opening the outer Library Doors

To open, you simply have to unlock the door and manually slide the doors about three inches. The power mechanism will then open the door the rest of the way. Set the toggle to “AUTO”.....That’s it.

To close, set the toggle to “CLOSED”, step away a couple of feet from the opening; the doors will close all the way by themselves. The door can now be locked.

The “RED” open switch should always be set on “NO”.

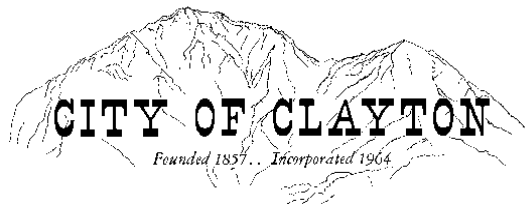
Diagram of Open/Closed/Auto Switch (profile view):



Correct Switch Settings:

When the building is OPEN:	Power	ON
	Enter	YES
	Red, Open	NO
	Open/Closed/Auto	AUTO

When the building is CLOSED:	Power	ON
	Enter	YES
	Red, Open	NO
	Open/Closed/Auto	CLOSED



HOYER HALL (LIBRARY MEETING ROOM) RENTAL INSPECTION CHECKLIST

Event Date: _____

Renter Last Name: _____

City Administrative Assistant shall perform a facility inspection walk-through after the event. Indicate with a checkmark that the following procedures were completed or indicate that the area does not apply by marking "NA" in each of the following areas:

- Tables and chairs have been wiped off.
- Chairs have been returned to their original location. Excess chairs needed for rental and tables have been stacked and placed adjacent to wall.
- Decorations are removed.
- Dry erase boards are wiped down and clean.
- Kitchenette floor, countertops and sinks are wiped down and clean.
- Trash and recycling has been collected into large bags; bags have been sealed and left in kitchenette.
- Personal belongings are removed from the facility.
- Carpeted area has been vacuumed. Spills cleaned with water only.
- Restrooms have been picked up, toilets are flushed

Renter Time-In: _____ a.m./p.m.

Renter Time-Out: _____ a.m./p.m.

Comments regarding the condition of the facility and equipment/furnishings or other issues encountered:

I have completed a walk-through of the facility and confirm the cleaning tasks outlined above have been completed by the renter. Everything has been left in good order in accordance with the facility use policy except as noted above. A box not checked above may indicate extra maintenance or cleaning is necessary to be funded by the underlying rental security deposit. By signing below you confirm the completion of the inspection after the rental group activity and the accuracy of this inspection form to the best of your knowledge. **Please return this completed form to the City the next business day following the date of the event.**

City Staff Signature: _____ Date: _____