

## Ojai Valley Library Friends and Foundation

121 East Ojai Avenue- P.O. Box 1005

Ojai, California 93024

805-646-4064 - [www.ovlff.org](http://www.ovlff.org)

## Ojai Library

111 East Ojai Avenue

Ojai, California 93023

805-646-1639 - [www.vencolibrary.org](http://www.vencolibrary.org)

# OJAI VALLEY LIBRARY FRIENDS AND FOUNDATION MEETING ROOM POLICY OF USE

The OJAI VALLEY FRIENDS AND FOUNDATION MEETING ROOM (the "Premises") is, primarily, available for use by Library and/or OVLFF-sponsored activities. When not in use by the Library or OVLFF the facility is available to educational, civic, cultural, business and other groups and organizations.

### AVAILABILITY:

- The room is NOT available for any of the following:
  - Any activities presenting a risk of damage to the room and/or equipment
  - Meetings which are commercial in nature
- The Library and/or OVLFF reserves the right to publicize all meetings if it so chooses yet is under no obligation to do so.
- All questions regarding the application of this policy will be adjudicated by the Ojai librarian in consultation with OVLFF, who will make the final determination.
- The Library and/or OVLFF reserves the right to deny any and all requests.
- Use of the room does not constitute endorsement of an activity of any non-library group or organization by the Library or OVLFF
- The sale of any merchandise is not permitted without expressed written permission of OVLFF.

HOURS: The availability of the room will, initially, coincide with the published open hours of the Ojai Library; subject to change.

ROOM CAPACITY: 39 (Fire Code)

### RESERVATIONS FOR NON-LIBRARY PROGRAMS

1. An *OVLFF Meeting Room - Application for Use* is required of all groups seeking to use the facility. Application forms are available at the Ojai Library's Front Desk.
2. All applications must be submitted to the Ojai Library's Front Desk and approved by the Ojai Librarian. The applicant will be notified by e-mail and/or telephone as soon as possible to confirm/deny the request for use.
3. Reservations can be made for individual events up to three (3) months in advance, and for periodic meetings over three months.
4. Applicants may schedule no more than no more than two meetings per week, except with consent of OVLFF.
5. Automatic renewal of scheduled events is not guaranteed.
6. Reservations will be considered as 'firm' when a completed application has been approved, all fees have been paid in full and a cleaning and equipment deposit is on file with OVLFF.
7. The OVLFF and/or the Ojai Library cannot guarantee to any group that it may use the Meeting Room indefinitely.
8. The Ojai Library will make every effort to avoid scheduling conflicts. If a conflict occurs the organization with the earliest dated Application for Use shall have precedence for use.

### FEES:

- A. Programs sponsored by the Library or OVLFF shall have no fee or security deposit.
- B. Facility Use fee: \$25 for up to three hours of use; \$25 for each additional three hour block or part thereof.
- C. A Security Deposit in the amount of \$150.00 must accompany the Application for Use. When requested, this deposit can be kept on file by OVLFF and used for future reservations. Once it has been ascertained that no damage has occurred to the equipment or the facility and that the facility was left in a tidy and clean fashion the deposit will be returned within two weeks from the date of use.

- D. **Fees should be paid using a check payable to the Ojai Valley Library Friends & Foundation (OVLFF).** A deposited check returned from a bank will result in (a) a \$30 charge and (b) cancellation of all future reservations and loss of rental privileges for 12 months.

#### RESPONSIBILITIES OF THE ORGANIZATION/GROUP

- Any group or individual using the room is responsible for maintaining the order and cleanliness of the room and its furnishings and equipment. *The group or individual accepts financial liability for any damages that occur during the tenure of rental and/or as the result of failure to secure the facility after use.*
- Lights and electric equipment must be turned off at the end of the rental period, audio-visual equipment must be locked in its storage area. The room must have all building exit/entrance doors locked upon leaving the facility.
- The facility keys must be returned to the Library's Front Desk prior to the Library's closing time.
- Cancellation of an event must be done no less than one week prior to the scheduled program, whenever practicable.
- The room must be left in good condition for the next group. *The group or individual will remove all trash generated when leaving the premises at the end of the daily use period.*
- NO MATERIALS ARE TO BE TAPED OR LEANED AGAINST ANY OF THE WALLS OF THE MEETING ROOM. The lessee accepts any and all costs incurred in repair to surfaces marred through such behaviors.
- Smoking is prohibited in OVLFF facilities and within 15 feet of any entrance to the Library. The use of candles and incense are also prohibited.
- Cooking cannot be done in the facility; light refreshments are permitted. Alcoholic beverages are prohibited.
- The group or individual is responsible for any and all City permits that might be required for their planned activity.
- Each group or individual using the room is responsible for setting up the chairs and tables to be used.
- The Applicant shall not allow any program on the Premises to include program content which would violate any limitations or restrictions on use of the room due to or resulting from OVLFF's status as a non-profit public benefit corporation, or otherwise jeopardize such non-profit status.
- The responsible party submitting the Application for Use is responsible for knowing the Use Policy (this document) governing the facility and for communicating those rules to attendees and/or other group and/or organization members. This Use Policy can also be viewed on the OVLFF website: [www.ovlff.org](http://www.ovlff.org).
- There are posted Rules of Behavior in the meeting room that must be followed; the Rules can also be viewed on the OVLFF website: [www.ovlff.org](http://www.ovlff.org).
- Misuse of the Meeting Room and its contents, including the used bookstore and its contents, and/or disregard for this policy document will be grounds for cancellation of all future applications for facility use for the subsequent 12 months, forfeiture of the deposit and possible legal action.
- Any form of overt vandalism will be prosecuted to the full extent possible.

#### EQUIPMENT AND FURNITURE

The Meeting Room has available for use:

- |                                   |                         |
|-----------------------------------|-------------------------|
| 1. Folding chairs                 | 5. Audio sound system * |
| 2. Folding tables                 | 6. DVD/BlueRay player * |
| 3. Laptop computer plug-in (HDMI) | 7. LCD projector *      |

\* For audio/visual equipment, a request for use must be made at the time the Application for Use is submitted. NOTE: slide and PowerPoint presentations must be run from the applicant's computer using an HDMI interface.

**NOTE: OVLFF reserves the right to change this Policy of Use document at any time and without prior notice.**