



**El Dorado County Library Policy for Use of Meeting Room Policy  
Placerville, Cameron Park and El Dorado Hills**

**Library meeting and conference rooms may be utilized by the following groups and/or individuals:**

- A.** County department heads or their representatives.
- B.** County commissions, committees or advisory boards fully constituted or otherwise officially sanctioned by the Board of Supervisors.
- C.** El Dorado County Central Committees and/or subcommittees.
- D.** Other governmental agencies as authorized by the Chief Administrative Officer or Board of Supervisors.
- E.** Private corporations that are under contract with the County to provide a service to the public.
- F.** Recognized community-based organizations may use the Library meeting room for meetings associated with public purposes.

The meeting room may be used only in the pursuit of official business. Parties, social gatherings, fund raising, religious and private business activities, including public informational seminars conducted by private companies, are excluded from the use of County facilities except as specifically approved by the Board of Supervisors. The groups and individuals listed in A through E above may use the meeting room free of charge. No smoking is permitted in any County facility.

**Fees: \$20.00 for the first two hours, and \$5.00 for each additional hour.**

**Specific Library meeting room rules and procedures:**

- A.** Meetings may be booked no more than six months in advance.
- B.** Events outside of library hours are prohibited except on a case by case basis. If the room will be used when the library is closed, a representative of the group must pick up a key on the last day the library is open before the meeting date. A library card is required to check out the key. Group representatives should be prepared to apply for a card if they do not already have one. A driver's license will be required to obtain the card. The representative will be responsible for the cost of re-keying the locks if the key is lost or not returned.
- C.** Groups may not exceed legal room capacity.
- D.** Children's groups must be adequately sponsored and chaperoned by adults (1 adult/15 children).
- E.** Reservations are made on a first-come, first-served basis. Library needs will always have priority over outside group use, regardless of prior scheduling or requested scheduling.
- F.** Fees for use of the facility must be paid at the time of booking and a county receipt will be issued. The meeting room is not considered booked until payment has been received by the Library. Twenty-four hour notice must be given to receive a refund for a canceled meeting. More than one no-show without notification for the same group may result in loss of meeting room privileges for that group. Bookings will be held for ½ hour after the booking time.
- G.** Adequate time must be booked to include set-up and clean-up.
- H.** The party booking the facility is responsible for damage to the facility, furnishings or any equipment used by the group.
- I.** At no time should the Library front doors be propped open.
- J.** Meeting should cause no disruption of normal Library operation.
- K.** The party booking the facility shall see that before leaving the room, the following is done:
  - Place all refuse in trash receptacle and tie trash bag.
  - Leave chairs and tables as you found them.
  - Put away any equipment used.
  - Turn off all lights.
  - Return key as instructed.
  - Be sure doors are closed completely and locked.
- L.** In case of fire or medical emergency dial 9-1-1.

For emergency facility maintenance problems call Central Dispatch at (530) 621-6600.

February 2014