



COMMUNITY LEARNING CENTER

South San Francisco Public Library

ROOM USE POLICY

Eligibility: Based on Community Learning Center (CLC) operational needs, space for meetings or programs is available for local non-profit organizations, including neighborhood associations, schools, or public agencies, targeting a South San Francisco audience. These must be open to the public. No fees, dues, or donations may be charged or solicited by the user, nor may any item or service be sold or advertised. In addition, commercial use of rooms by private groups for purpose of sales is prohibited.

This policy does not apply to use of the facility for Library, City, local schools or government sponsored programs or programs provided by educational and health organizations or groups providing programs and support for CLC participants in collaboration with the CLC or Library.

Reservation Procedure: Designated areas of the Community Learning Center (CLC) are available for reservation based on staffing availability. Reservations may be made up to two (2) months and no less than two (2) weeks in advance of the event date through the submission of a paper or electronic application. The electronic application is available at www.ssf.net/library under Reservations. Applications will be accepted from the same organization to schedule up to six (6) programs per calendar year. Depending on the nature of the program, proof of personal and property liability insurance may be required.

Scheduling priority will be given to Library and City programs. While every effort will be made to follow the schedule, there may be times when a reservation will be cancelled.

The CLC has very limited to no availability during the summer, over holiday weekends, and during the winter holiday break, through the New Year's holiday closure.

Space use: The use of space is limited to the areas reserved on the application permit and the public restrooms, all other areas are restricted. Attendance is limited to the room capacity indicated next to each room on the application form and should be monitored by reserving party to ensure room capacity is not exceeded.

Set-up and Clean-up: Each group is responsible for room set-up and for returning the room to the condition in which it was found, following the instructions in the Clean Up Guide.

Children: Groups that involve children must have adults present in a ratio of 1 to 10 to assure proper supervision and safety. Staff supervising children must be oriented and trained on the Community Learning Center's Creative Center rules, material use and emergency evacuation procedures. Please monitor children for noise level particularly in the areas adjacent to staff offices and CLC classes or programs. Creative Center use is for support of scheduled meetings or programs and is subject to availability.

Publicity: The use of the Community Learning Center shall not be publicized in such a way as to imply Library or City sponsorship of the group's activities, except when stated in a contract or agreement letter. The name, address, and phone number of the Community Learning Center **may not** be used as the official address or headquarters of any group using it.

Noise: Keep noise to a minimum as loud meetings and programs can disrupt the staff working environment and interfere with CLC classes or programs.

Parking: Not included as part of the application. However, there is some street parking available.

Prohibitions: Smoking, vaping and alcohol are not allowed in the CLC and surrounding school property. Open flames are not allowed in the CLC. All participants must comply with the [Library Use Policy](#), available on the Library's website. Granting permission to use CLC space does not constitute an endorsement of the users and/or their beliefs by the Library staff, Library Board of Trustees or the City of South San Francisco.

Approved by the Library Board of Trustees 10/23/01
Amended by the Library Board of Trustees 9/28/10
Reaffirmed by the Library Board of Trustees 2/27/18
Amended by the Library Board of Trustees 5/22/18, 6/25/19



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South San Francisco Public Library ROOM RESERVATION APPLICATION

Name of Organization: _____

This is a non-profit Organization Yes / No _____ non-profit ID #: _____

Contact Person: _____

Address: _____

Phone: _____ Fax #: _____ E-mail: _____

Subject or Purpose of the Meeting: _____

Date of Event: _____ Time requested from: _____ to: _____

Additional Dates: _____

Room(s) Requested (attendance is limited to stated room capacities):

- Small Classroom (20 seats)
- Large Classroom (24 seats/10 computers)
- Computer Lab (20 computers)
- Creative Center (for children activities ages 3-12, 25 children maximum)

Tables, chairs and white board provided. Any special furniture or equipment must be requested.

Special equipment requested: _____

Refreshments (ready-to-serve): ____ will be served (**follow guide for clean up**) ____ will not be served

How many adults are expected to participate? _____

If adult program, will you be offering activities for children? Yes ____ No ____

If yes, how many children are expected? _____

Who will supervise the children in the Creative Center (if this space is available)? Name(s): _____

Was this person(s) oriented and trained with program rules, material use and evacuation procedures?

Yes ____ No ____

As the person representing my organization, I agree to:

1. Abide by the guidelines the CLC Room Use Policy given to me and the [Library Use Policy](#) on the City's website:
2. Follow opening/closing and emergency procedures.
3. Use the Community Learning Center for the purpose expressed.
4. Accept the condition that my reservation may be cancelled in special circumstances.
5. Notify officers, members, and guests of my organization of the guidelines for use and terms of this agreement.
6. Hold harmless, indemnify and, at the City of So. San Francisco's request, defend the City, its officers, agents, employees, volunteers, boards and commissions, whether elected or appointed, from all and against all claims, demands, actions, causes of action, losses, damages, liabilities, costs and expenses, (including but not limited to, death) or damage to property (both real and personal) which arises out of or is in any way connected with APPLICANT'S use of the CLC.

Applicant's Name & Title

Signature

Permission granted as of this _____ day of _____, in accordance with the above application and terms and conditions thereof and expires on _____.

Community Learning Center Staff: _____