



SOUTH SAN FRANCISCO PUBLIC LIBRARY MAIN LIBRARY COMMUNITY ROOM USE POLICY

It is the goal of the Library Board of Trustees and staff of South San Francisco Public Library for all visitors to enjoy an accessible, positive and safe experience when using the library. This policy is designed to ensure Library facilities serve their primary purposes, including the provision of a quiet and orderly environment in which people may read, study, use library materials and equipment, and contemplate. The rules may regulate disruptive behavior, noise, offensive odors, health and sanitation hazards, and bringing possessions, materials, or objects into the Library which are likely to interfere with its use by others. The rules may not unreasonably or unfairly restrict access to libraries by any person or group.

Use of the Community Room is available – on a limited basis – for booking by local non-profit groups serving South San Francisco (SSF), including neighborhood associations, schools, or public agencies. Bookings must be for meetings or programs 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 the Community Room by private groups for purpose of sales is prohibited.

This policy does not apply to use of the Community Room for programs sponsored by the Library, City, government agencies, or City support organizations such as Friends of the Library and Friends of Parks and Recreation.

AVAILABILITY: The Community Room is regularly used for Library and local government programs, meetings and events. However, there is some availability for reservation of the Community Room during weekday and weekend hours when the library is open.

Library open hours are:

Monday, Tuesday	10:00 a.m to 8:00 p.m.
Wednesday	10:00 a.m to 6:00 p.m.
Thursday	12 noon to 8:00 p.m.
Friday	10:00 a.m. to 6:00 p.m.
Saturday	10:00 a.m to 5:00 p.m.
Sunday	2:00 p.m. to 5:00 p.m.

Reservations must include setup and cleanup time for your meeting or event. All participants must exit the space 15 minutes prior to the library's closing.

BOOKING: Requests to book the Community Room may be accepted from persons 18 years and older, up to two (2) months in advance, by calling 650-829-3878, Monday through Friday between 9 a.m. and 4 p.m. or online via www.ssf.net/rec-catalog. Because the Community Room is used by a wide variety of public, library, and City of South San Francisco departments, advance reservations are required and must be made at least two (2) weeks prior to the date. A telephone reservation is tentative only.

If usage criteria is met and the room is available, a written reservation application form will be provided and must be received within 48 hours.

Depending upon the nature of the program, proof of personal and property liability insurance may be required. Applications will be accepted from the same organization up to six (6) times in a calendar year.

Groups more than 15 minutes late will lose their reservation.

PRIORITY: Library and City programs have first priority. While the utmost care will be taken to schedule Library and City programs in advance, there may be times when a reservation will be cancelled.

BUILDING ACCESS: ADA access to the Community Room is via the ramp on the second floor El Camino level, or via the elevator on the first floor of the building. Restrooms and a drinking fountain are located across the hall.

SETUP: The Community Room includes tables and chairs, permanently mounted projector and screen. With a library card, a Windows laptop computer, with HDMI cable, can be borrowed for the event. Users can bring their own laptop and other audio visual equipment and supplies. Testing audio visual connections prior to the event is highly recommended.

SERVING FOOD/CLEANUP: Food may not be prepared on the premises; there is no sink or kitchen amenities in this space. Each group is responsible for leaving the room in a clean and orderly condition. Users must pay the cost of repair for any damage. The library is not responsible for materials or equipment left in the building by users.

CHILDREN: In order to ensure proper supervision and safety, groups involving children must have adults present in a ratio of one (1) adult for every ten (10) children.

Noise: Keep noise to a minimum as loud meetings and programs can disrupt the staff working environment and interfere with adjacent programs and patron usage.

PROHIBITIONS: The name, address, and phone number of the South San Francisco Public Library MAY NOT be used as the official address or headquarters of any group using the auditorium. The use of the Community Room shall not be publicized in such a way as to imply library sponsorship of the group's activities. Smoking, vaping, and alcohol are not allowed in the Library and on Library property. Open flames are not allowed in the Library and on Library property. All participants must comply with the [Library Use Policy](#), as posted and available on the Library's website. Granting permission to use the Community Room does not constitute an endorsement of the users and/or their beliefs by the Library staff, Library Board of Trustees or the City of SSF.

Approved by the Library Board of Trustees: January 28, 1992 (rev. 2/97, 3/99, 6/02, 2/05)

PUBLIC HEALTH ORDERS: Public health orders from the San Mateo County Health Department must be complied with and local City and Library requirements and procedures must be followed.

Amended by the Library Board of Trustees: June 22, 2010

Amended by the Library Board of Trustees: February 26, 2013

Amended by the Library Board of Trustees: November 28, 2017

Reaffirmed by the Library Board of Trustees: February 27, 2018

Amended by the Library Board of Trustees: August 29, 2019

Amended by the Library Board of Trustees: June 23, 2020

Amended by the Library Board of Trustees: October 24, 2023