



HUMBOLDT LIBRARY  
**COUNTY OF HUMBOLDT**  
1313 THIRD STREET EUREKA, CALIFORNIA 95501  
PHONE (707) 269-1900

### **Rules for Library Meeting Rooms**

Two Meeting Rooms are available: the Eureka Large Meeting Room and the Garberville Conference Room.

#### **1) Availability**

When not in use by the library, library meeting space is available to non-profit civic, educational and cultural groups or organizations. A schedule of all meetings will be posted in the library's lobby.

#### **TO RESERVE A ROOM:**

- **Eureka Large Meeting Room:** Reservations must be made by calling 707-269-1918 between 9:00 a.m. and 4:00 p.m., Tuesday through Saturday.
- **Garberville Conference Room:** Reservations must be made with the Garberville library staff during normal business hours by calling 707-923-2230.

Meetings may be scheduled up to two months in advance and must be scheduled no less than two weeks in advance. Bookings may be rescheduled up to two (2) working days prior to the meeting by calling the Eureka Departmental Secretary or Garberville Branch Staff. Bookings may be rescheduled up to two times without the forfeiture of the reservation fee. Cancellations made less than 24 hours prior to the confirmed booking date will forfeit the reservation fee.

- Note: You may call to determine availability, but a reservation will not be confirmed until an application is filled out and returned to the appropriate location and the certificate of Insurance and applicable reservation fee is filed with the Eureka Departmental Secretary or Garberville Branch Staff.

#### **2) Normal Library Operation**

Activities and programs by groups in the meeting rooms shall be conducted in a manner which will not interfere with normal library operation.

#### **3) Charges for Meeting Room Use**

Charges and insurance may be required. Please read the details for making a reservation for the meeting room in which you are interested.

- The cost of the Eureka Large Meeting Room is Fifty Dollars (\$50.00) for up to Eight (8) hours of use. The full sum is due and payable upon execution of the Rental Agreement.
- The cost of the first (1<sup>st</sup>) hour of use for the Garberville Conference Room is Ten Dollars (\$10.00). The maximum charge per reservation for the Garberville Conference Room is Twenty Dollars (\$20.00). The full sum is due and payable upon execution of the Rental Agreement.
- A Certificate of Insurance of general liability coverage, naming the County of Humboldt as an additional insured, for one million dollars (\$1,000,000) must be on file with the library prior to using the room.
  - Comprehensive or Commercial General Liability Insurance Comprehensive or Commercial General Liability Insurance at least as broad as Insurance Service Office Commercial General Liability coverage (occurrence form CG 00001), in an amount of \$1,000,000 per occurrence for any one incident, including personal injury, death and property damage. If a general aggregate limit is used, either the general limit shall apply separately to this project or the general aggregate shall be twice the required occurrence limit.
- The Library can neither accept credit cards nor bill the reservation fee. The reservation fee must be paid in full by cash or check at the time of reservation confirmation. A receipt of fee payment will be provided.
  - Note: All room reservation fees are deposited into a Capital Projects Reserve or Public Works reserve account dedicated to Library Meeting room / facilities maintenance.

4) **Public Use – All meetings must be open to the public, and free to the public.**

Library meeting rooms are not available for purely social purposes, commercial purposes or for the benefit of private individuals.

Some users have priority over others. ROOM RENTAL PRIORITY is as follows:

1. First Priority: Library and library-related groups and programs.
2. Second Priority: Other County departments or County-sponsored events. (ex...IT quarterly meeting, DHHS flu shot clinic)
3. Third Priority: Educational training programs and meetings associated with other public agencies. (ex...HCOE, First Five, Head Start)
4. Fourth Priority: Community based organizations. (ex...Kiwanis, Friends of the Dunes)

5) **Publicity – Required Statements for Events in Library Meeting Rooms**

The publicity must state whether the meeting site is accessible to people with disabilities.

Groups not associated with the Library are required to state clearly in press releases and other publicity that the meeting is not Library-sponsored and that the presence of the group in the Library meeting rooms does not constitute endorsement by the Library.

All press releases and posters must state that the meeting site is accessible to the disabled. For more information, please contact the County of Humboldt ADA Coordinator:

[ada@co.humboldt.ca.us](mailto:ada@co.humboldt.ca.us).

**Additional Rules**

**6) Set-Up and Clean-Up**

The group using the room will be responsible for its set-up and clean-up. Failure to clean up the room satisfactorily can result in cancellation of any future use of the rooms by that group.

If refreshments are served, the user group shall provide heavy trash bags and bag up/remove all residue.

Meetings in the Eureka Large Meeting Room and Garberville Conference Room may begin their set up one hour prior to the Library opening, including Saturday, and must conclude 30 minutes prior to the Library closing. Open hours information is available on [www.humlib.org](http://www.humlib.org) or by calling the library.

Groups who arrive more than one hour after their scheduled booking time will have their booking cancelled and forfeit their reservation fee unless an all-day booking was confirmed.

Failure to clean up the room to the County Librarian's satisfaction may result in the cancellation of any future use of the rooms by that group. The minimum cleaning requirements are as follows:

- Tables/counters will be wiped down and free of any residue or crumbs.
- All garbage and recycling will be removed from the library.

**7) No Smoking**

Pursuant to Humboldt County Code §971-1, et seq., Smoking or vaping in the meeting rooms or within 30 feet of Library entrances and windows is strictly prohibited.

**8) No Alcohol**

No alcohol shall be consumed in the meeting rooms or anywhere on the library premises including parking lots.

**9) Damage or Loss**

The library is not responsible for loss or damage to individual or group property before, during, or after the meeting. The library cannot supply supervision over exhibits or group displays.

**10) Maximum Occupancy**

The number of persons present at one time may not exceed the capacity of the room as stated in the meeting room sign.

- The maximum standing room capacity for the Eureka Large Meeting Room is 150; the maximum seating capacity is 80.
- The maximum standing room capacity for the Garberville Conference Room is 35; the maximum seating capacity is 20.

**11) Supervision**

Children's and young people's groups must be adequately supervised by responsible adults at all times.

**12) Permission to Use a Meeting Room**

Permission to use a meeting room is not transferable from one organization to another. If the individual in charge of an approved meeting should be other than the individual signing the application, the person signing the application will be held responsible for the proper use of the room.

Confirmed room bookings are may not transferred or assignable from one party to another. The individual that signed the rental application shall be held responsible for the property use of the room, whether or not the signatory attended the event.

**13) Written Permit for Room Reservation**

Permission to use the meeting room shall be evidenced by a written permit signed by the Departmental Secretary and showing the name of the organization granted such permit, and the date and times when the use of the Library by such organizations is permitted.

**14) Permission is Revocable**

Any permission granted for use of the meeting room may be canceled or rejected by the County Library when necessary for the protection of County property, the preservation of order, or other sufficient reason.