

# MEETING ROOM POLICY

Menlo Park Public Library  
800 Alma Street  
Menlo Park, CA 94025

All meetings in the Library must meet the following requirements:

- 1) The sponsoring group **and** the meeting itself are **non-profit**.
- 2) The meeting is open to the public.
- 3) No candidates for political office may use the room.
- 4) To preclude regular meetings, the meeting room cannot be reserved more than two weeks in advance more often than twice per year. Exceptions to #4 may be made by application to the Library Commission and/or the City Librarian, and when such application is made preference will be given to literary programs, programs organized by Menlo Park based groups, and educational programs. Exceptions to the above are also made for City of Menlo Park organizations, Friends of the Menlo Park Library, and all direct library functions.
- 5) Maximum seating capacity - 65
- 6) Fee: As of January 2004, the use fee is \$35.00/hour to non-City Dept. users, calculated at 1/2 hour intervals.
- 7) A fee for a monitor to close the room will be charged if meetings extend beyond the library's regular closing time; a fee for clean-up may be charged if refreshments are to be served.
- 8) Procedure for scheduling meeting room: Call 330-2501.  
Approved dates and times are written on the calendar on wall by front desk.  
Payment is due prior to use; make checks payable to Menlo Park Library.

**Equipment usually available in room** (no extra cost): Videocassette player, easel, drop-down screen.

## APPLICATION FOR USE OF LIBRARY MEETING ROOM

Applicant: \_\_\_\_\_ Organization: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Day: \_\_\_\_\_ Date: \_\_\_\_\_ Time: In \_\_\_\_\_ Out \_\_\_\_\_

Number attending: \_\_\_\_\_ Reason for Function: \_\_\_\_\_

Non Profit Tax Code \_\_\_\_\_

\_\_\_\_\_  
Signature/Title of Applicant

\_\_\_\_\_  
Approved by/Date