

The Oakland Public Library Meeting Room **Rules & Regulations**

The Oakland Public Library provides spaces for residents and non-profit organizations based in the Borough of Oakland to use as resources at no charge. For profit organizations, businesses and individuals conducting personal commercial business may also use these spaces for a fee, outlined in our fee schedule.

Any persons using any of the rooms at the Oakland Public Library must adhere to the policies set forth in the Oakland Public Library Behavior Policy. In addition, the following rules apply:

- ✓ The Oakland Public Library Board of Trustees acknowledges that the spaces provided for use are an investment made by the taxpayers of Oakland, and as such seek to protect their physical condition. Unless provided as part of a library event or approved in advance by the Director, **NO FOOD OR DRINK IS PERMITTED IN THESE SPACES.**
- ✓ An Oakland Public Library card in good standing is required to make a reservation or to use a room. Cards are available for free to all residents at the Circulation Desk as long as proof of residency is provided. Rooms may be reserved up to 6 months in advance.
- ✓ Rooms may not be reserved/used for more than 4 hours per day nor more than 12 hours per week.
- ✓ Anyone who is more than 15 minutes late for a room reservation will forfeit their reservation unless they call in advance.
- ✓ No one under the age of 18 may reserve a room, and no one under the age of 18 may be in a room unless accompanied by an adult who accepts responsibility for that person or persons.
- ✓ Rooms must be kept clean and returned to the condition they were found in.
- ✓ Rooms may only be used during the library's normal hours, and rooms must be vacated 10 minutes prior to closing.
- ✓ Individuals or groups who use the rooms are responsible for cleaning up after themselves and returning the room to the condition it was found in, including placing furniture back where it was.
- ✓ Individuals or groups who use the rooms accept responsibility for the room and its contents and agree to pay for any damages resulting from their use of the space.
- ✓ No admission fee may be charged by any individual or group using a room in the library.
- ✓ Library events take precedent over all other scheduled activities and in the event of a conflict.