

San Diego Public Library

Meeting Room Policies

Meeting Rooms are available to all public, private, for-profit and non-profit groups, regardless of their beliefs or affiliations. Granting permission to use library facilities does not constitute endorsement by the San Diego Public Library, the Board of Library Commissioners, or the City of San Diego. No advertisement or announcement implying such endorsement is permitted, unless prior written permission has been provided by the Library.

Meeting Rooms are defined as spaces within library facilities that are designated for group meetings. Study Rooms and Special Event Spaces are separate spaces and have different policies for their use. The Library provides the use of meeting rooms free of charge for use by a non-profit for activities related to the mission and purpose of the non-profit.

The Library also provides the use of meeting rooms free of charge for community use. "Community use" refers to gatherings for non-commercial purposes such as educational activities, civic meetings, cultural events, informational sessions, club meetings and workshops or training. Commercial and private events will be subject to applicable fees. <https://www.sandiego.gov/sites/default/files/2025-09/library-fy26-user-fee-schedule.pdf>

All events hosted by for-profit entities and organizations will be considered commercial and private events regardless of the nature of the activity. In addition, some examples of commercial and private events include employee or other holiday parties, birthday parties, bridal showers, baby showers, or other similar celebrations, even if hosted or organized by a non-profit entity,

The Library welcomes the use of Meeting Rooms by our communities under the following conditions:

TERMS OF USE

1. LIBRARY RULES OF CONDUCT (https://www.sandiego.gov/sites/default/files/rules_of_conduct_2020_-_revised.pdf.) These rules apply to all persons using any Meeting Room.
2. PROHIBITIONS: The use of Library meeting rooms shall not discriminate on the basis of actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression or genetic information, immigration status, or any other characteristic identified in Government code 11135 or Penal code 422.55.

The use of Library meeting rooms for political activity must comply with all relevant election laws and other applicable laws at all times. For any Library location with a ballot box or that acts as a polling place, no political activity of any kind, including electioneering, campaigning related to any candidate or any measure on the ballot, or any activity set forth in Election Code section 18370(a), is permitted during the time from when ballots are distributed until the end of election day.

3. APPLICATIONS: Applications for Meeting Room use must be submitted using the online "Reserve a Room" form on the library's website: <http://sandiego.librarymarket.com/reserve-room>. Meeting Room descriptions are available on the form. Applications are handled on a first-come first-served basis. Authorization to use a Meeting Room is not transferable to another group. Meeting Room applications

must clearly state the purpose of the meeting and provide all necessary details. Non-Profit groups must provide current active non-profit status documentation, i.e. IRS Determination Letter, at the time of application in order to receive fee waiver. Fees for For-Profit and Private events must be paid in full before date of meeting. Meeting Room applications must be submitted by an adult, ages 18 or older. The Library has the authority to accept, renew or reject requests for use of the room under the established policy. Library staff reserve the right to reject a reservation request if the anticipated meeting is likely to be unreasonably disruptive to regular library functions, too large for the applicable room capacity, disorderly, dangerous to persons or property, or in any other way inconsistent with or in contravention of any of the terms and conditions of the established Meeting Room Use Policy and Procedures or the mission of the Library.

4. FREQUENCY:

- a. Meeting Rooms must be requested at least two weeks prior to the requested date.
- b. Each group may schedule one meeting per month with a maximum 4-hour limit per library location.
- c. Groups may not schedule events earlier than three months in advance of the event.
- d. Any exceptions may be made at the discretion of the appropriate library staff.

5. FURNITURE: Meeting Room use includes available tables, chairs, screen, and wi-fi Internet access. Any additional equipment is the responsibility of the group booking the Meeting Room. The use of any additional furniture such as portable stages may incur an additional fee.

6. PIANO USE (where applicable): There is no fee for the use of the piano. Piano tuning is done once per quarter.

7. TECHNICAL ASSISTANCE: Any AV/Technical assistance must be communicated at the time of reservation and is dependent upon availability of staff. The Library does not provide laptops for use in the meeting rooms.

8. CLEANING: Meeting Room setup, breakdown and cleanup is the responsibility of the group booking the room. Alcoholic beverages are prohibited.

Meeting Rooms must be left in the same condition as found at the beginning of the meeting, and trash and recycling must be placed in receptacles, including exterior bins if requested by library staff. Nothing may be affixed to any surface (i.e. walls, doors, windows, floors, fixtures or furniture) The group booking the Meeting Room agrees to assume full liability for any losses or damage beyond reasonable wear which may occur to the building or equipment, and full liability for any losses or damages related, directly or indirectly, to that group's use of the Meeting Room. The Library is unable to store equipment or supplies and cannot assume responsibility for any materials left on the premises.

If the Meeting Room or anything inside the Meeting Room is left in a dirty or damaged condition due to a group's use, an additional fee will be invoiced to the group booking the Meeting Room to cover the actual cost of all cleaning and repairs. Future meeting room privileges may be revoked.

9. LIBRARY HOURS: Meetings must be held during the library facility's operating hours. Reservations are considered forfeit if the group does not show up within 15 minutes after the reservation start time. Repeat No-Shows may result in future meeting room privileges being revoked. Meetings must conclude 15 minutes before the facility closing time. All attendees and participants must exit the building at closing time.

10. CONDUCT: Meeting Room occupants must comply with all San Diego Public Library policies. (<https://www.sandiego.gov/public-library/about-the-library/policies> .) The group booking the Meeting Room is responsible for managing the orderly behavior of all attendees, and minors must be supervised by adults. Misconduct by attendees or misrepresentation on the application may result in immediate termination of the event and/or rejection of a group's future applications.
11. ADVERTISING: Granting permission to use library facilities does not constitute endorsement by the San Diego Public Library, the Board of Library Commissioners, or the City of San Diego. No advertisement or announcement implying such endorsement is permitted. No banners, signs or other materials related to the meeting may be displayed inside or outside the Library or meeting space without prior approval from the Library.
12. TRANSACTIONS: Groups booking the Meeting Room may NOT charge admission to the Meeting Rooms. No goods or services shall be promoted, sold or exchanged upon the premises or by sample, pictures or descriptions. Fundraising, other than fundraising that specifically supports the Library, is prohibited.
13. INDEMNIFICATION: The group booking the Meeting Room agrees to release, hold harmless, defend and indemnify City from any and all liability for any loss, injury, and damages related to, directly or indirectly, the use of the Meeting Room.
14. CANCELLATION: Cancellations must be made at least 48 hours in advance of the event. No-Shows may result in future meeting room privileges being revoked. If a paid event is canceled, 50% of the rental fee will be forfeited. 100% of the fee will be non-refundable for no-shows. In the event of cancellation by the Library, every reasonable effort will be made to notify the group booking the Meeting Room at least two weeks in advance. However, Library may cancel at any time without liability to the group booking the Meeting Room.
15. PRIORITY USE: The Library has priority use of all Library facilities and meeting rooms. The Library reserves the right to pre-empt any scheduled meetings. The Library also reserves the right to attend any meeting to ensure that no unlawful activities are occurring on Library premises. The Library does not extend any special privileges to the organizations to which staff members belong.
16. REVOCATION OF MEETING ROOM PRIVILEGES: The Library reserves the right to revoke Meeting Room privileges at any time. Any false, misleading or incomplete statement on the application form shall be grounds to forbid the use of meeting rooms by the applicant group. Failure to comply with the Meeting Room Use Policy will result in withdrawal of meeting room use privileges.

