

Burlingame Public Library Lane Community Room Use Policy

Eligibility

Requests for the use of the meeting rooms will be approved according to the following priorities:

1. Library programs and meetings
2. Library related groups (e.g. The Library Foundation)
3. Other City of Burlingame departments
4. Other governmental and civic entities directly serving Burlingame residents
5. Public, private, and not-for-profit educational, cultural, intellectual, civic, or charitable organizations
6. Other groups not described above and not excluded as provided in this policy

The fact that a group is permitted use of a meeting room does not constitute an endorsement of the group's policies or beliefs by either the Library or the City of Burlingame.

Reservation Procedures/Restrictions

- First time applicants are requested to meet with Administration staff prior to the event.
- Reservations must be made through the Library Administration Staff (650-558-7404) or poland@plsinfo.org and be approved by the City Librarian
- Applications must be submitted at least seven calendar days prior to the meeting date but not more than three months (90 days to the date of the request) in advance.
- Use of meeting rooms will be limited to one meeting per month by an organization, unless otherwise authorized by the City Librarian
- Items may not be sold or services advertised at any non-library event.
- Event flyers must note a disclaimer that the event is not sponsored by the Library. Requests to post flyers in the Library must be approved by a Reference staff member.
- Reservations must include set up and clean up time within these hours and as part of reservation request. The room must be left clean; garbage cans are available.

Description/Availability for Upper Level Meeting Room

- Hours Available:
Monday through Thursday 9:00am-8:45pm
Friday and Saturday 10:00am-4:45pm
Sunday 1:00pm – 4:45pm
- Comfortable seating capacity of 80 (max room capacity 120)
- Is equipped with a countertop/sink and refrigerator

Fees

- Room use fee is \$100. An additional \$30 flat fee for use of audio visual equipment.
- Groups shall be financially responsible for any damage to the room, furnishings or equipment; causing damage or failing to accept responsibility may result in loss of privileges to use the room on future occasions.

There is no fee for:

- Library and City sponsored programs including ad hoc groups formed to provide information or feedback to the City Council or City Commissions.
- Burlingame and Hillsborough organizations meeting for the purpose of improving emergency preparedness and promoting crime prevention education in the community.
- Educational programs associated with Burlingame or Hillsborough schools, such as a children's book club.

Meeting Room Set-up

Examples Set up designs can be customized for your needs. Plans are not exact, but close to relative scale and are shown at or near maximum capacity for that layout. Please circle the set up you prefer.

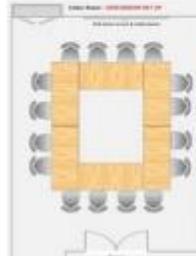
Theatre Style



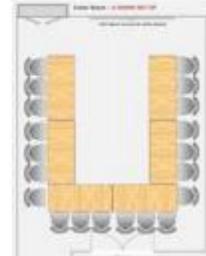
Classroom Style



Discussion Style



U-Shape Style



Technology Services Request

Please check the box(es) you will require for the use of the room. Be sure to include this time in your reservation request for set up, testing and confirmation of the system with your technology.

A	Overhead projector	<input type="checkbox"/>
B	Laptop (for use with projector)	<input type="checkbox"/>
C	Speaker system & microphones	<input type="checkbox"/>
D	Conference Phone	<input type="checkbox"/>
E	DVD projection	<input type="checkbox"/>
F	Flip chart stand (white board in Lane Room)	<input type="checkbox"/>