

Burlingame Public Library Upper Level Meeting Room Use Policy

Eligibility

Burlingame Library has a complement of meeting rooms that are available as a public service and may be rented at rates established in the Master Fee Schedule of the City of Burlingame. Preference in the Library's meeting room calendar will be given to Library programs, other City departments, the Library Foundation and education based partners of the Library. 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 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.

Description/Availability for Upper Level Meeting Room

- Hours Available: 10:00am-8:45pm Monday through Thursday; Friday and Saturday 10:00am-4:45pm. Sunday 1:00pm – 4:45pm
- Has a seating capacity of 15 at table.
- Is equipped with a countertop/sink, overhead projector, and video conferencing camera. Laptop available upon request.
- Must be left clean; garbage cans are available.

Fees

- Room use fee is \$40 for first 4 hours, \$10 for each additional hour. An additional \$30 flat fee for use of audio visual equipment.
- Reservations may be extended beyond the contract ending time only if the room is available and overtime charges of twice the hourly rental rate will be assessed for events changed the day of the meeting. Overtime is charged in hour increments for any hour beyond the contracted ending time that the room is not vacated by the applicant.

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.