



**CITY OF REDDING, CALIFORNIA**  
**REDDING MUNICIPAL LIBRARY BOARD POLICY**

<b>SUBJECT:</b>	<b>RESOLUTION NUMBER</b>	<b>POLICY NUMBER</b>	<b>EFFECTIVE DATE</b>	<b>PAGE</b>
<b>Shasta Public Libraries Meeting Room Policy</b>	<b>2020-001</b>	<b>3</b>	<b>02/26/07</b>	<b>1</b>

**BACKGROUND**

The Shasta Public Libraries offer a variety of spaces for individual and community use.

**PURPOSE**

The following policy applies to any library spaces that may be reserved.

**POLICY**

It is the responsibility of the individual or group reserving the facility to read and adhere to this policy. Solicitation is not allowed in the Library. The City assumes no responsibility for any property lost or stolen during an event, or any items left behind. Library Programs have priority over reservations.

**Community Room: Redding and Burney**

***Hours of Availability***

The Redding Library Community Room and the Burney Community Room may be used during hours that the Library is open, and with prior approval, and additional conditions, the Community Rooms may be used outside of regular hours. A refundable check deposit may be required for use outside of regular hours with the approval of the supervising librarian and/or the Library Director.

***Reserving the Community Meeting Room***

Library programs have priority in the reservation process.

Individuals may reserve the Community Room by completing the online “Reserve a Room” application available via the Library’s website at [www.shastalibraries.org](http://www.shastalibraries.org). Online reservations will be taken up to six months in advance and need to be made at least 72 hours in advance. Reservations will be taken on a first-come, first-served basis. Requests are limited to two per month in order to provide availability to others. The Community Room accommodates up to 130 people.

***Community Room Reservation Fees***

Groups reserving the Community Room are subject to the following fees:

- For non-profit and government organizations: No charge for up to two hours; \$50 flat rate fee for reservations two hours or more.
- For private parties: \$100 for up to two hours, and \$25 for each hour thereafter.
- For commercial businesses: \$165 for up to two hours, and \$30 for each hour thereafter.



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Reservation fees are due at the time of reservation. Reservations cancelled more than 72 hours in advance of the event will receive a full refund. Reservations cancelled within 72 hours or less of the event will be subject to a 50% cancellation fee.

**Use of the Community Room**

Users of the Community Meeting Room are advised that the Community Meeting Room is located within a library facility. Any person who acts in a way that disrupts library operations or creates a disturbance to other library customers while using the Community Meeting Room will be asked to modify that behavior. If the behavior continues, library staff may require the person/persons to leave the facility.

Users are responsible for set-up, take down, and clean-up. Users need to allow enough time within their reservation period to accomplish these tasks. Meeting rooms are to be returned to their original condition and configuration.

The Community Room is the only room where food and beverages are permitted. The serving of alcohol must be approved by the City of Redding and the Alcoholic Beverage Control Office at least thirty (30) days prior to the function date. Evidence of proper insurance is required prior to approval.

**Small Group Meeting Rooms:** Fireside Room, Foundation Room, Anderson Library Meeting Room.

***Hours of Availability***

These rooms are available during business hours.

***Reserving the Small Group Meeting Rooms***

Library programs have priority in the reservation process.

Reservations for the Small Group Meeting Rooms are made via the online “Reserve a Room” application accessible on the Library’s web site at [www.shastalibraries.org](http://www.shastalibraries.org). Online reservations for the Small Group Meeting Rooms may be made up to six months in advance and need to be made at least 72 hours in advance.

Reservations will be taken on a first-come, first-served basis. Reservations are limited to two times per month in order to provide availability to others.

***Small Group Meeting Room Fees***

Groups reserving the Small Group Meeting Rooms are subject to the following fees:

- For non-profit and government organizations: No charge.
- For all other entities: \$25 for up to two hours, and \$10 for each hour thereafter.



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Reservation fees are due at the time of reservation. Reservations cancelled more than 72 hours in advance of the event will receive a full refund. Reservations cancelled within 72 hours or less of the event will be subject to a 50% cancellation fee.

***Hours of Availability***

The Library’s Computer Center is open during regular business hours.

***Reserving the Computer Center***

The Computer Center may be reserved via the online “Reserve a Room” application accessible on the Library’s web site at [www.shastalibraries.org](http://www.shastalibraries.org). Online reservations for the Computer Center may be made up to six months in advance and need to be made at least 72 hours in advance.

Reservations will be taken on a first-come, first-served basis. Reservations are limited to two times per month.

***Computer Center Reservation Fees***

Groups reserving the Computer Center are subject to the following fees:

- For non-profit and government organizations: No charge.
- For all other entities: \$50 for up to two hours, and \$25 for each hour thereafter.

***Study Rooms:***

The study rooms are designed to provide a quiet area of study for individual or small groups. The fundamental purpose of these study rooms is to provide a suitable environment for research, study, and reading. Study rooms are not for social gathering.

***Hours of Availability***

The Library’s study rooms are available during the Library’s open hours.

***Reserving a Study Room***

Individual users may reserve the study room. Use of the rooms is limited to 8 individuals. Reservations will be taken on the day of use on a first-come, first-served basis and can be made in person, over the phone, or online via the online “Reserve a Room” application accessible on the Library’s web site at [www.shastalibraries.org](http://www.shastalibraries.org). One room will be reserved for in-person bookings on a first-come, first-served basis.

***Study Room Fees***

There is no fee for the use of the study rooms.

***Conduct while using the Study Rooms***



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With the exception of availability of food and beverages, the rules of conduct while using the Study Rooms are the same as that for the Community Room. Food or beverages other than bottled water or covered non-alcoholic beverages are not allowed in the Study Rooms.

**Podcast Studio: Studio C**

The studio is 12 x 10 feet with soundproofed walls. The studio is equipped with microphones, soundboard and computer with editing software. Maximum capacity is 4 persons.

***Hours of Availability***

The Library's Podcast Studio is open during regular Library hours.

***Reserving the Podcast Studio***

Library programs have priority in the reservation process.

Individual users may reserve the podcast studio. Use of the room is limited to 6 individuals. Reservations for the Podcast Studio are made via the online "Reserve a Room" application accessible on the Library's web site at [www.shastalibraries.org](http://www.shastalibraries.org). Online reservations for the Podcast Studio may be made up to six months in advance and need to be made at least 72 hours in advance.

Reservations will be taken on a first-come, first-served basis. Reservations are limited to two times per month.

First time users must reserve an orientation with library staff to review equipment and operational instructions. Production support and editing is not available.

***Podcast Studio Fees***

There is no fee for the use of the podcast studio.

***Conduct while using the Podcast Studio***

With the exception of availability of food and beverages, the rules of conduct while using the Podcast Studio is the same as that for the Community Room. Food or beverages other than bottled water or covered non-alcoholic beverages are not allowed in the Podcast Studio.

*Adopted by the Redding Municipal Library Board 2/26/2007*

*Amended by the Redding Municipal Library Board 10/20/2008*

*Amended by the Redding Municipal Library Board 3/17/2014 by Resolution Number 2014-03*

*Amended by the Redding Municipal Library Board 10/16/2017 by Resolution Number 2017-001*

*Amended by the Redding Municipal Library Board 1/27/2020 by Resolution Number 2020-001*

*Amended by the Redding Municipal Library Board 1/25/2021 by Resolution Number 2021-001*



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