

MEETING ROOM POLICY

The Turrentine Room and Board Room are used primarily for library programs. They may be used by community groups or organizations as follows:

1. The Turrentine Room and Board Room are available for public meetings only during the hours the library is open, 10 a.m. through 7:45 p.m., Monday and Tuesday, 10 a.m. through 5:45 p.m. Wednesday, Thursday and Friday, and 10 a.m. through 4:45 p.m. on Saturday, closed on Sunday. The library, City, and Friends of the Library shall have priority in using the rooms. Applications will be processed in order of date and time received.
2. Use of video/DVD equipment is reserved at the time of room reservation.
3. It is not possible to let program attendees into the library before the library's opening time.
4. Reservations may be made up to six months in advance. Reservations must be cancelled at least five working days in advance of the meeting date, or refund will be forfeited.
5. A "Profit" organization is defined as one with the purpose of earning money for owner, proprietor, or shareholder. A "Non-Profit" organization is one with the purpose to benefit the community it serves, earning no money beyond its operating expenses.
6. All meetings must be open and free to the general public; admission or other fees may not be charged. Donations may be requested for expense of speaker, program, or materials, but no one shall be refused admission if a donation is not made. Programs or seminars for the public conducted by profit-making businesses must be educational in nature and may not specifically promote the sponsoring organization.
7. Rooms may not be used for fund-raising, except to benefit the library. Use may be granted for political informational meetings. Users of the Library's Internet connection must adhere to the Library's Internet and Wireless Policies. Permission to use a room is not transferable from one organization to another.
8. Use of facilities does not constitute endorsement of policies or beliefs of user by the Library Board of Trustees or the City of Escondido.
9. The Turrentine Room may be scheduled a maximum of four times in one year by any one organization. Arrangements may be made for a series of meetings. The Board Room may be reserved a maximum of monthly by any one organization. Because of space limitations, the library is not accepting new users in the Board Room.
10. Organizations granted permission to use room(s) must not use the library as a mailing address or for referring phone calls.
11. Only an authorized representative of the organization, over 18 years of age, may reserve a room.
12. A meeting room application must be completed, presented, and paid for in person at the library. Reservations cannot be accepted by telephone. Reservations will not be confirmed until the City Librarian or administrative staff has approved them.
13. Displays and exhibits in conjunction with meetings are permitted on a limited basis as follows:
 - a. Group using room is solely responsible for providing display material, including mounting and removal of material immediately after meeting.
 - b. The Board of Trustees and library personnel will not be responsible for items not removed from library after the meeting.
14. There shall be no smoking, lighted candles, or alcoholic beverages. Food and beverages in the Turrentine Room are permitted. The kitchen must be left in clean condition.
15. The Library Board has authority to consider requests for exceptions to this policy. Use of meeting rooms shall be denied to any individual or group who abuses or violates these rules or engages in activities which disturb normal library operations.
16. An applicant for use of a library meeting room may appeal any denial, revocation, condition, or decision of the City Librarian or staff to the Library Board of Trustees within 30 days.