

Azusa City Library

Meeting Room Policy – Wheelahan Auditorium

It is the policy of the Azusa City Library to allow public, private and non-profit organizations use of the Wheelahan Auditorium for purposes that enhance the Library's educational, cultural and civic mission.

Priority of Room Use

The use of library meeting spaces by public and private groups is subordinate to the operating requirements of the City of Azusa and, will be permitted only when not in conflict with library sponsored activities, including friends of the library support groups. All reservations are on a first-come, first-served basis. Permission to use the facility in no way implies endorsement of the meetings or activities conducted in this facility, except when the event is sponsored by the library.

Categories of Room Use

No fee shall be charged to Azusa-based non-profit organizations or government entities. Non-profit groups which are not Azusa based will pay the non-profit rate, with a three hour minimum. A non-profit organization is one which is an incorporated organization, which exists for educational or charitable reasons. An Azusa based non-profit organization is a group with an official address within the City of Azusa.

All other groups are considered private and will be charged the private rental rate with a three hour minimum.

Guidelines for Room Use

1. An application must be filed as least two weeks prior to the date of the event. All fees are to be paid at the time the application is submitted. First time non-profit organizations and government entity applicants must provide their tax ID number or written information about their organization, such as a statement of purpose on letterhead stationery, sample publications, etc. to determine fee status.
2. The use of library meetings rooms will be granted in order of receipt of applications and is non-transferable. Reservations are not confirmed until the application has been signed by the Library Director or the Library Director's designee.

3. Due to demand by community groups and library sponsored programs, organizations requiring guaranteed regular time slots cannot be accommodated. Reservations are taken up to three months in advance, with a maximum of two reservations per month.
4. Facilities are available only during open hours and all functions are expected to end no later than one half hour before the library closes.
5. Cancellations must be made at least one week in advance of the event to receive a full refund. Users making cancellations within one week of the event will be assessed a cancellation fee of 50%.
6. Organizations using the meeting room agree to assume full liability and responsibility for damage to persons, equipment, or property. Unrestituted damage or unruly behavior by the group may result in denial of future use of the facility.
7. The serving of alcohol must be approved by the City of Azusa and the Alcoholic Beverage Control Office at least thirty (30) days prior to the function date.
8. Groups or organizations which involve minors are expected to provide adequate adult supervision.
9. Groups may provide and serve light refreshments.
10. No smoking is permitted in the Wheelehan Auditorium, the Library or within twenty-five feet of the building.

Groups are Responsible for Set-Up and Break-Down

Each group will be 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. Groups are expected to conclude their meeting and accomplish all clean up half an hour before the library closes.

Equipment supplies or personal effects cannot be stored or left in the Auditorium before or after use.

Denial of an organization's meeting room privileges will be enforced if there is abuse of these policies and procedures.