

**POLICIES, CONDITIONS, AND RESTRICTIONS
FOR USE OF THE
Coronado Public Library
WINN ROOM**

1. Instructions for Completing the Winn Room Application

Groups requesting use of the Winn Room are required to read and become familiar with the information contained in this “Policies, Conditions, and Restrictions for Public Use of the Winn Room” document and must complete the Library’s Winn Room Application.

The Winn Room Application is available from the Coronado Public Library’s Adult Reference Desk or it may be downloaded online at www.coronado.ca.us/library. The Winn Room Application may be delivered in person to the Library’s Adult Reference Desk or it may be sent by FAX or regular mail. Since a signature is required, the Winn Room Application may not be sent by e-mail as an attachment. Below is the contact information:

E-mail: eskelly@coronado.ca.us

Phone: 619-522-2475 (to check on room availability and to ask questions)

Mail: Coronado Public Library
Attn: Administrative Secretary
640 Orange Avenue
Coronado, CA 92118

FAX: 619- 435-4205

2. Changes to Winn Room Application

Permission to use the Winn Room may not be transferred to another group or organization. A group must inform the Library in writing of any changes to an approved Winn Room application or any change in the meeting or event. The group agrees to immediately notify the Library of a cancellation of its approved reservation to use the Winn Room by calling 619-522-2475.

3. No Endorsements and Sponsorships

Permission to use the Winn Room does not constitute an endorsement of a group’s affiliation, organization, policies, beliefs, or opinions by the Coronado Public Library, the Library Board of Trustees, or the City of Coronado.

The name or address of the Coronado Public Library may not be used as the official address or headquarters of any group or organization, nor is the Library to be listed as the sponsor or host of any event held in the Winn Room.

4. Winn Room Use Fees

The Library does not charge a fee for use of the Winn Room; however, there is a non-refundable \$25.00 cleaning fee for groups that serve food or refreshments or plan to use the kitchen. The cleaning fee applies to uses of the Winn Room for each group for up to twelve (12) months. A cleaning fee is not charged to those groups only serving water.

Payment of the \$25.00 cleaning fee is due upon application for use of the Winn Room. Payment may be made by cash or check. Please make checks payable to the “**Library Board of Trustees.**” The Library does not accept credit card payments.

5. Winn Room Kitchen

Groups who have paid the \$25.00 cleaning fee may use the kitchen and all appliances in the kitchen, including the coffee and water pots. Groups must provide their own food, beverages, paper products, and all associated supplies. Kitchen appliances and other items, including the sink and counter tops, must be returned to a clean condition at the end of the Winn Room use.

6. Hours of Availability

Use of the Winn Room is available during the following hours:

Monday through Thursday	8:30 a.m. - 8:30 p.m.
Friday	8:30 a.m. - 5:30 p.m.
Saturday	10:00 a.m. - 5:30 p.m.
Sunday	1:00 p.m. - 4:30 p.m.

Financial compensation may be charged to a group for any Library staff required to work overtime as a result of a group not checking out of the Winn Room on time.

7. Reservations for Use of Winn Room

Reservations for use of the Winn Room may be made by calling 619-522-2475 no sooner than three (3) months in advance of the requested date. Reservations should be made prior to completion of the Library’s “Winn Room Application.”

8. Limitations on Frequency of Winn Room Use

Limitations on the frequency of use for the Winn Room are explained below:

- A. A maximum of nine (9) hours of use (including set-up and tear-down) is allowed between Monday and Thursday, and five (5) hours of use on Friday and Saturday.
- B. The Winn Room may not be used more than twice in one week or for more than nine (9) hours in one week by a group.

- C. The Winn Room may not be used more than four (4) times in one month or more than sixteen (16) hours in one month by a group.
- D. The Winn Room may not be reserved for any regularly scheduled or recurring days of a week or a month. Certain community groups have been identified and exempted from this requirement due to their longstanding use of the Winn Room prior to the Library's 2005 expansion and remodel project.

9. Group-Provided Equipment

Library staff must be informed in writing at least one week before use of the Winn Room when a group plans to bring additional equipment into the Winn Room. Any equipment or materials brought to a meeting or event in the Winn Room must be removed from the Winn Room at the conclusion of the meeting or event. Neither the Coronado Public Library nor the Library Board of Trustees assume any responsibility or liability for the use, storage, damage, or loss of any equipment or materials brought into the Winn Room before, during, or after the meeting or event.

10. Occupancy Capacity of the Winn Room

The Winn Room is 1,705 square feet and has a maximum occupancy of 114 individuals. The Winn Room may be divided into two sections upon approval of Library staff. The Winn Room has 114 chairs and 22 tables. Information on the dimensions of the tables is available upon request.

11. Publicity and Advertisement

Advertisement copy and other publicity for the programs, events, and meetings held in the Winn Room must be provided to the Library in advance of publication or distribution at least one week prior to the use of the Winn Room. Advertisement or publicity materials (flyers, brochures, etc.) must include the following information:

- A. Groups shall identify themselves as hosting the program, event, or meeting held in the Library's Winn Room and shall not name the Coronado Public Library or the City of Coronado as the host or sponsor.
- B. Groups shall clearly explain that the program, event, or meeting is free and open to the general public.
- C. If a group seeks registration, the advertisement or publicity may only indicate that registration is desired but not necessary for attendance at the program, event, or meeting. RSVPs may not be a requirement for attendance.
- D. Advertisements and publicity materials shall not include announcements of any charges or donations being solicited or required for admission to any program, event, or meeting.

- E. Advertisements and publicity materials shall contain all of the details of the program, event, or meeting including the day, date, time, and description, as well as the name of the sponsoring group and their contact information (phone numbers and e-mail addresses) for more information or questions.

12. Library's Bulletin Board

Groups wishing to post information about their meeting, event, or program on the Library's "Community Events" bulletin board may submit their request, along with one copy of their flyer in a preferred size of 8 ½ inches by 11 inches, when application for the Winn Room is made. Flyers will be posted on the "Community Events" bulletin board based upon space availability.

The Library does not provide or offer any other form of advertisement for groups using the Winn Room. Groups may not leave flyers on any of the Library counters or post flyers on any walls or windows of the Library.

13. Advance Training for Use of Audiovisual Equipment

Upon advance request and training received, groups may use the audiovisual equipment in the Winn Room. The audiovisual equipment includes a computer video projection system, DVD/video/CD player, overhead projector, microphones, slide projector, drop-down screen, and a podium/speaker system. Training for the equipment must be received at least one week prior to a group's use of the Winn Room.

14. Winn Room Set Up and Clean Up

Groups are responsible for setting up and arranging any chairs and tables needed for the Winn Room use. At the conclusion of the Winn Room use, groups must return all tables and chairs to the location in which they were found at the beginning of the Winn Room use. A vacuum cleaner is provided for groups to clean up the Winn Room at the conclusion of their use. If tables become soiled, groups are responsible for cleaning the tables. Library staff is to be notified if the carpet or any of the upholstered chairs become stained. The Library may charge groups for special cleaning if a group's use stains the carpet or upholstered chairs.

15. Exhibits, Displays, Performances

- A. Any exhibit, display, or performance that is part of a group's use of the Winn Room shall not interfere or interrupt Library activities. All exhibits and displays shall be free standing and not mounted to any wall or window of the Library and shall be constantly monitored by the group.
- B. No exhibit, display, equipment, or items shall be stored in the Winn Room prior to or following the Winn Room use without written prior approval from Library staff.

C. Groups shall accept all responsibility for any exhibit, display, equipment, or items they bring to the Library and shall hold harmless the City of Coronado, the Coronado Public Library Board of Trustees, and the Coronado Public Library staff from any and all liability for damage, loss, or injury either to person or property in connection with or arising out of the use of Library facilities.

16. Winn Room Check-In

Prior to using the Winn Room, all groups must check in with Library staff at the Adult Reference Desk. For groups checking-in prior to Library open hours, arrangements must be made in advance to obtain access to the Library to check in with appropriate Library staff. Once checked-in, Library staff will open the doors of the Winn Room and will provide each group a “Check-Out” sheet. Keys to the Winn Room are not provided to groups.

17. Winn Room Access for the Disabled

Access to the Winn Room for the physically disabled is available through the main entrance ramp when the Library is open. When the Library is closed, the ramp adjacent to the Winn Room (on the Sixth Street side of the building) is available for access. All restrooms are designed for use by the physically disabled.

To comply with the Americans with Disabilities Act (ADA) regulations, if a Winn Room use begins before 10:00 a.m., groups should open the handicap ramp door before their meeting begins and then close it after the meeting. This procedure will allow easy access to the Winn Room for those confined to wheelchairs and mobile units.

18. Winn Room Check-Out

At the conclusion of each use of the Winn Room, all groups must be officially checked out of the Winn Room in person and provide a fully completed “Check-Out” sheet. To expedite check-out, a group should call the Adult Reference Desk at 619-522-2484 so that a Library staff member will meet with you in the Winn Room to examine the room and complete the check-out process.

Note: groups that leave the Winn Room without completing the full check-out process risk the loss of future uses of the Winn Room

19. U. S. Copyright Law

Groups, including non-profit organizations, are not exempt from the provisions of the U. S. Copyright law. For example, most showings of a film or documentary in a public meeting room would be an infringement of U. S. Copyright laws unless a performance license is purchased from the copyright owner, even though a fee is not charged to the attendees. Procurement of legal copies of video recordings, films, audio tapes, etc., and the necessary performance licenses are the responsibility of the group using the Winn Room.

20. Prohibited Activities in the Winn Room

- A. Smoking is prohibited anywhere in the Library, including the Winn Room, and within twenty (20) feet of the exit/entrance doors leading to the outside from both the Winn Room and the Library.
- B. Drinking alcoholic beverages is prohibited in the Winn Room.
- C. Attendance to meetings, programs, and events in the Winn Room may not be denied or abridged because of race, age, sex, national origin, political views, or social views.
- D. Minor children (under the age of 18 years) shall not be left alone or unsupervised in the Winn Room at any time. Every group is required to have present at least one (1) supervising adult (18 years or older) for every twenty (20) children present. Every group is responsible for monitoring its events and all activities in the Winn Room, the proper use of the Winn Room and its equipment, and all attendees to ensure appropriate behavior and decorum of all persons present.
- E. Use shall not involve any activity for which the primary purpose or goal is to raise, collect, solicit, or exchange funds; enter into contracts; solicit business; or conduct “business activity” as defined in the Coronado Municipal Code.
 - (1) This restriction does not apply to the collection of dues or similar minor fiscal transactions by a civic group or non-profit organization when such collection is integral to the function and purpose of that organization and does not exclude a person from attending.
 - (2) This restriction does not apply to the collection of registration fees and related costs by a non-profit organization such as the boy scouts, girl scouts, sporting teams and clubs, and similar groups. The distribution of girl scout cookies and other fundraising items, as well as the collection of funds from such sales conducted outside the Winn Room by a civic group or non-profit organization, is permitted. The sale of girl scout cookies and other fundraising items is not permitted within the Winn Room.
- F. The sale of any items, including books and media materials, is prohibited in the Winn Room. This restriction does not apply to the sale of books or media in the Winn Room when such sales relate to lectures, author appearances, or other Library sponsored or Friends of the Library sponsored programs.
- G. No fee or any other charge or suggested donation may be asked or implied as a condition of admission or attendance for any meeting, program, or event held in the Winn Room. All meetings, programs, and events in the Winn Room must be open to the general public and be completely free of any charge.

- H. Use of the Winn Room will not be granted to groups whose primary purpose in using the Winn Room is for religious ceremony or worship. This restriction does not apply to Winn Room use by religious organizations for secular purposes, nor does it preclude the use of invocation or prayers incidental to an otherwise secular use of the Winn Room.
- I. Use of the Winn Room will not be granted to groups for the presentation of commercially-related programs or for the purpose of developing or soliciting business or for the sale of products or services.

21. Community Benefit of Winn Room Use

Use of the Winn Room shall benefit the community of Coronado. The Library Director has the full authority to determine and interpret the benefit, if any, of a group's use of the Winn Room for the community of Coronado.

22. High Risk Activities in the Winn Room

Groups sponsoring or conducting moderate or high-risk physical activities in the Winn Room must carry and provide a copy of liability insurance in the amount of \$1,000,000 naming the City of Coronado as an additional insured. Such insurance is to cover any liability resulting from such use or event.

23. Damage and Hold Harmless Agreement

Every group using the Winn Room has a financial obligation to the Library for the repair and/or replacement of any Library property damaged, lost, or unusually soiled after a group's use. Every group using the Winn Room shall have a responsible representative sign a "hold harmless" agreement assuming liability. The "hold harmless agreement" is found at the bottom of the "Winn Room Application."

24. Library Director's Authority

The Library Director has authority for granting or denying the use of the Winn Room to groups and is authorized to establish reasonable rules and regulations for use of the Winn Room. Upon written request, the Library Director also has authority to provide exceptions to these policies, conditions, and restrictions to groups with special circumstances. The Library Director specifically gives the Coronado Public Library, the City of Coronado, and the Friends of the Library special exceptions and exemptions to many of these Winn Room policies, conditions, and restrictions for use of the Winn Room.

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Revised: March 18, 2009

Coronado Public Library

WINN ROOM APPLICATION

Winn Room Hours of Availability

Monday through Thursday8:30 a.m. - 8:30 p.m.
Friday8:30 a.m. - 5:30 p.m.
Saturday10:00 a.m. - 5:30 p.m.
Sunday1:00 p.m. - 4:30 p.m.

Reservations, Cancellations, Information

Please call: **619-522-2475** • E-mail: eskelly@coronado.ca.us • FAX number: 619-435-4205
Address: 640 Orange Ave., Coronado, CA 92118 • Website: www.coronado.ca.us/library

Applicant Information

Name of applicant or responsible individual for group: _____
Name of group: _____
Home phone: () _____ Business phone: () _____
Cell phone: () _____ E-mail address: _____
Describe Winn Room Use: _____

Requested Reservation No. 1 (please include enough time for set-up and clean-up)

Please circle one: Monday Tuesday Wednesday Thursday Friday Saturday Sunday
Date: _____ Time: _____ to _____ Time meeting/event starts: _____

Requested Reservation No. 2 (please include enough time for set-up and clean-up)

Please circle one: Monday Tuesday Wednesday Thursday Friday Saturday Sunday
Date: _____ Time: _____ to _____ Time meeting/event starts: _____

Requested Reservation No. 3 (please include enough time for set-up and clean-up)

Please circle one: Monday Tuesday Wednesday Thursday Friday Saturday Sunday
Date: _____ Time: _____ to _____ Time meeting/event starts: _____

Circle Items Needed for Winn Room Use

(Advance training is required)

Video Projector DVD/Video/CD Player Overhead Projector Slide Projector Podium Microphones

Serving Refreshments or Using the Winn Room Kitchen?

A \$25 non-refundable fee is required if a group is serving refreshments (*other than water*) or using the Winn Room kitchen. Cash or check payment accepted. Checks should be payable to the "Library Board of Trustees."

Hold Harmless Agreement

I, the undersigned, as the applicant or the responsible representative of the applicant organization, have read, understand, and will abide by the Library's Policies, Conditions, and Restrictions for Public Use of the Winn Room. My organization and I hereby agree to hold the City of Coronado, the Coronado Public Library Board of Trustees, the Library Director, Library staff, and Library volunteers harmless and indemnify the City of Coronado from and against all claims, demands, costs, losses, damages, injuries, litigation, and liability arising out of or related to the use of public property by the applicant or the applicant's agents, employees, or contractors.

Signature of Applicant: _____ Date: _____

Approved/Denied By:	For Staff Use Only	Revised: 5-14
	Date:	Check Received? Yes/No