



# CHULA VISTA PUBLIC LIBRARY MEETING ROOM APPLICATION

For reservation inquiries email [librarymanagers@chulavistaca.gov](mailto:librarymanagers@chulavistaca.gov)  
or contact the branch directly for availability or questions

Application for the use of (Please check one):

( ) **CIVIC CENTER BRANCH**

365 F Street, Chula Vista  
619-691-5069

- ( ) AUDITORIUM
- ( ) CONFERENCE ROOM
- ( ) LOCAL HISTORY ROOM
- ( ) COMPUTER LAB

( ) **SOUTH BRANCH**

389 Orange Avenue  
619-585-5755

- ( ) ROOM A

( ) **OTAY RANCH LIBRARY "THE HUB" \***

Otay Ranch Town Center  
2015 Birch Road, #407 (near Food Pavilion)  
619-397-5740

\* "THE HUB" OPERATES AS A MIXED USE/SHARED SPACE WHEN GROUP SIZE IS LESS THAN 10 PARTICIPANTS. POLICIES SPECIFIC TO THE HUB ARE NOT APPLICABLE TO THE CIVIC AND SOUTH LIBRARIES. Applicants are encouraged to ask questions if anything is unclear.

**Access and availability are only during branch open hours and must be vacated 15 minutes prior to closing.**

The following resources are available as noted – check items requested:

	Projector	Screen	Mic & Speakers	Kitchen	Other
Civic - Auditorium	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	n/a	<input type="checkbox"/> Podium
Civic - Conference Room	n/a	n/a	n/a	<input type="checkbox"/>	n/a
Civic - Computer Lab	<input type="checkbox"/>	n/a	n/a	n/a	<input type="checkbox"/> 12 PCs
South - Room A	n/a	n/a	n/a	n/a	n/a
Otay - The Hub	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	n/a	n/a

**No other equipment is available; any additional item(s) required is the responsibility of the applicant.**

DATE of EVENT: \_\_\_\_\_ Second choice date: \_\_\_\_\_

Meeting Times: Start: \_\_\_\_\_ End: \_\_\_\_\_ (Include set-up and clean up time)

Name of Organization: \_\_\_\_\_

Type of Organization: \_\_\_\_\_

Nature of Event (Give general description and topic of discussion): \_\_\_\_\_

Number of attendees (estimate) \_\_\_\_\_

**NOTE: All events and meetings must be free and open to the public**

Applicant agrees to comply with the Chula Vista Public Library Meeting Room Policy. (All fields required)

Print Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Signature of Applicant/Authorized Officer or Sponsor: \_\_\_\_\_ (Original Signature)

(For Staff Use Only)

( ) APPLICATION APPROVED

( ) APPLICATION DENIED

( ) Applicant Notified – Date: \_\_\_\_\_

( ) In Outlook/On Meeting List

\_\_\_\_\_  
Branch Manager's/ Scheduler's Signature

\_\_\_\_\_  
Date



# MEETING ROOM POLICY (LIB-003)

- The Library’s meeting room facilities are open to groups and organizations engaged in educational, cultural, intellectual, business, or charitable activities.
- Library meeting rooms are not available for regularly scheduled meetings of organizations or groups recurring at stated intervals and extending over a period of time. Approval may be granted for **no more than twelve (12) times in a calendar year.** Room reservations will not be accepted more than 90 days in advance of use.
- Admission to the room event must be free and open to the public as space permits.
- No charges or registration fees may be collected. The sale of merchandise or services of any type is also prohibited; however, contact information may be collected from attendees.
- The Library does not advocate or endorse the viewpoints of the meeting room users. All advertisements for events using the Library meeting facilities must contain the disclaimer: **("The City of Chula Vista Public Library does not advocate nor endorse the views or positions expressed by the users of its facilities.")**

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## MEETING ROOM USE GUIDELINES

1. The Library’s meeting room spaces are available only during the branch hours of operation.
  - Civic Center:**
  - Auditorium** seating capacity is 150 persons*
  - Conference Room** seating capacity is 25 persons*
  - Local History Room** seating capacity is 8 persons*
  - Computer Lab** 12 PCs*
  - South Chula Vista:**
  - Conference Room 'A'** seating capacity is 25 persons*
  - Otay Ranch Library**
  - The Hub** seating capacity is 50. Total capacity must not exceed 216*
2. The individual or person representing an organization responsible for the reservation must ensure a signed copy of all necessary paperwork is on file with the Library.
3. When checking in for the event, the group representative will exchange their ID for a Meeting Room Checklist. At the end of the event the group representative will turn in the completed checklist for the staff to review and sign off before returning the ID.
4. City/Library use of the space will have priority over existing reservations. If your event needs to be changed, advance notice will be given at least 3 business days prior to the event, if possible.
5. No custodial staff assistance is included with the reservation/use of the room. The user is responsible for pre-event set-up, prompt clean-up and removal of own property at close of the event/meeting.
6. Children under 18 years of age must have adequate supervision by a person of at least 18 years of age, or older.



## MEETING ROOM POLICY (LIB-003)

7. Decorations or displays must be limited to those items that are free-standing either on the floor or on a table, and must conform to Fire Department standards and regulations. Nothing may be attached to the walls or ceilings of the rooms. No signs may be placed outside of The Hub on pathways, patios, or other public places.
8. Minimal kitchen facilities are available in two rooms, one at the Civic Center Library and one at the South Chula Vista Library; no food or beverage items are to be left or stored in the kitchen between meetings. Alcoholic beverages may not be served at any event scheduled through this application process. All property, including trash and refreshments must be removed from premises at the close of the event.
9. Groups rearranging the furniture must return it to the original arrangement when their event concludes. A schematic of the layout is posted. Moving the service desk and staff seating is not permitted. All set up and breakdown of seating and other items is the responsibility of those reserving the space.
10. Applications for The Hub must indicate the approximate number of participants and type of event. Small groups and committees should anticipate sharing The Hub with others using the space. Small groups (10 people or less) will be allocated a secluded location within The Hub. Events or meetings with low attendance (10 people or less) will share the space with other HUB users, if the library determines this is appropriate.
11. Smoking is prohibited in all areas of the facilities.
12. Illegal use of the Library's facilities is strictly prohibited. All applicable Municipal, State and Federal rules are enforced.
13. The Branch Manager or authorized City of Chula Vista personnel shall have the right to enter the rooms at all times. Otay Ranch Town Center staff shall also have the right to enter The HUB at all times.
14. Neither the name, the address nor phone numbers of the Chula Vista Public Library may be used as a mailing address or contact for persons or organizations using these facilities. Reservations for The Hub are also not permitted to use the Otay Ranch Town Center name, address and phone numbers as contact information.
15. Permission to use a meeting room is not transferable from one person or organization to another. Any change in the representative or in the subject of the program as indicated on the application must be reported immediately to the Library staff. Any such change is subject to review by the Library staff to determine if a new application should be submitted, and may impact an existing reservation.
16. Provisions of Policy LIB-003 may be waived or amended under special conditions only by approval of the Library Director or their designated agent.
17. If you request the use of audiovisual resources in the Auditorium, we require that you make an appointment at least 3 days in advance of your event date to receive a tutorial/instructions on how to checkout and use our new microphones/sound system.
18. The applicant agrees to hold the City of Chula Vista, each and all of their respective officers, agents, employees, at all times free and harmless from any and all claims, demands, or judgments that may arise out of, and in connection with, or be the result of any injury sustained or suffered by any person while attending the above meeting or while on the premises of said building and grounds.



## MEETING ROOM POLICY (LIB-003)

19. Failure to comply with any of these guidelines may result in denial of future requests for use of the facilities.
20. Organizations and individuals are advised not to post announcements on websites or literature that assumes a standing reservation, e.g., "we meet the first Monday of each month at the CVPL," as the possibility exists that your reservation could be changed.
21. In the event of a conflict, the organization using the space more frequently may be asked to change its reservation.
22. The rooms must be vacated fifteen (15) minutes before closing of the Branch.

### APPLICATION PROCESS

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1. Completed meeting room applications must be emailed to [librarymanagers@chulavistaca.gov](mailto:librarymanagers@chulavistaca.gov) or submitted to Library staff at the appropriate branch. The Branch Manager is authorized to grant or deny permission for the use of the facilities. Every reservation requires an application to be submitted.
2. The applicant will receive notice of approval or disapproval of this application by email within three (3) business days of submittal of the application. Applications are processed on business days only. This notice of approval must be presented to the Library staff on the day of the event as proof of confirmed reservation.
3. If there are special set-up requirements they must be included with the submission of the application. No last minute requests can be accommodated.
4. Applications should be filed at least seven (7) business days, but no more than ninety (90) calendar days in advance of the event.
5. Priority will be given to organizations and groups headquartered in Chula Vista or whose membership is composed of Chula Vista residents.
6. A representative of the organization (at least 18 years of age) must agree to sign this application and accept responsibility for the condition of the room(s), library property and for the conduct of the group.
7. The Branch Library must be notified of a cancellation within three (3) business days of the scheduled event. Every effort will be made to notify the applicant by phone, email or mail, at least three (3) business days in advance if the Library must cancel the event.