

VIRGINIA AVENUE PARK CAMPUS

Meeting Room Policy

INTRODUCTION

The Virginia Avenue Park (“Campus”) is described as the Pico Branch Library and Virginia Avenue Park buildings, parking lots, and park area and its amenities. The Virginia Avenue Park Campus (“Campus”) Meeting Room Policy applies to the temporary use of the community room facilities available for rent known as the Pico Branch Library Annex, Thelma Terry Building Workshop 3 and The Patio. These rooms are located on the Campus. The Campus and its room facilities are managed according to Federal, State, Local laws as well as Library and Park rules and regulations (SMMC 1.08.030 and 4.55.400). The room rental fees are determined by City Administration.

GENERAL GUIDELINES

AVAILABILITY AND USE

- The purpose of Campus meeting facilities is to provide an orderly environment in which groups may gather to conduct meetings, attend lectures and discussions, and undertake other group activities.
- Campus rooms are not available for any of the following activities: purposes prohibited by City ordinance, municipal code, state or federal law, or by Campus Meeting Room Policies; commercial advertising; direct solicitation of clients or customers; fundraising; or events which directly profit the business of a commercial organization or individual.
- No fee shall be charged, nor donation solicited, nor membership be required as a condition of entry to meeting or event.
- The fact that a group or organization is granted permission to meet in the Campus rooms, in no way constitutes endorsement by the City (including Library) of the policies or beliefs of that group or organization.
- Applicant agrees to include in any printed publicity, the following statement: “This program is not sponsored by the City of Santa Monica.”
- All meetings/events must comply with all Federal, State, Local laws as well as Campus rules and regulations. Liability insurance may be required as determined by the City’s Risk Manager.
- Use may be revoked and/or denied in the future, by City Administration if there is any violation of the Meeting Room Policy, non-payment of fees, or any abuse of the privilege of using the facility or equipment.
- In the event of conflicts over requested dates for use of Campus rooms, preference will be given to groups in the following order:
 - Pico Branch Library and Virginia Avenue Park
 - City Divisions
 - Others
- Campus rooms may be booked once a month per applicant or organization.
- The Annex is available only for meetings open to the public. Parties are not allowed.
- The Thelma Terry Building Workshop 3 and The Patio are available for private and public meetings and parties.
- There can be no sales of products or service by private parties. Vending in parks is prohibited except as stated in Santa Monica Municipal Code (SMMC) section 6.36.030.

ROOM RENTAL and EVENT RULES

- Total hours requested must include set-up and clean-up time. Rental period begins when the Campus room is unlocked for the group. Applicant may not enter the room until the time designated on the application. The clean-up and load-out of personal belongings and equipment must be completed and the facility completely vacated by the time indicated on the application.
- Facility will be closed and locked 30 minutes after permitted starting time if renters do not show up. Refunds due to later arrivals or no shows will not be granted.
- All attendees and participants must exit the building by the end of the rental time.
- Applicant must be in attendance for the entire time the reservation is in effect.
- For groups composed primarily of minors, applicant agrees to have one adult in attendance in a supervisory capacity for every ten minors.
- Applicant is responsible for requesting, during the reservation process, tables and chairs for their event.
- Tables, chairs and all Campus equipment may not be placed outside of the rented room or removed from Campus buildings.
- Rental is for the designated room on permit only. Lobbies, hallways and parking lots are public access ways and not part of the rental.
- A projector and screen is available for use in the Annex. Renters should provide their own devices. Staff will physically hook the renters' devices to the Annex equipment. Annex equipment must be used as is. No modifications or adjustments may be made. We strongly urge applicant to check compatibility between the Annex system and user's device before the program date.
- A kitchenette is available for use in the Annex for an additional fee. The kitchen (including appliances and equipment) is not available for public use in the Thelma Terry Workshop 3.
- Animals, except trained service animals, are not permitted in park or library buildings.
- Smoking is prohibited in all Santa Monica City parks, libraries and City facilities. (SMMC 4.44.020)

ROOM CONDITION

- Applicant agrees to leave the room and furnishings in the condition in which they are found. Rooms must be left in a clean and orderly condition.
- Applicant agrees to accept liability for any damage to the facility, its furniture or equipment caused by their group or organization.
- All applicants must pay a cleaning/damage security deposit, which will be refunded following an inspection of the Campus room and provided that the room, furnishings, and equipment are left clean and undamaged. In addition, damage to Campus facility or property will be paid for by the applicant at a cost determined by the City.
- Items shall not be taped, tacked, strung or painted on ceilings, walls or windows.
- Decorations, exhibit or displays must be removed immediately following the event or activity.
- Decorations using nails, screws, adhesive, staples, scotch tape, string or any other method that may cause damage to the facilities is not allowed. Hay, sand weights, confetti, rice, glitter, soap bubbles, and similar materials are not allowed.
- Flammable materials are not permitted; and all materials used must be treated with flame-retardant for fire proofing. The use of decorative candles, incense, oils, propane or open flame is prohibited in Campus buildings and parks. All material is subject to inspection by a Santa Monica Fire Inspector.
 - Note: Sterno canned cooking fuel specifically for the use of warming food in chafing dishes and birthday candles on cakes are allowed in the Patio and Thelma Terry Workshop 3. These must be extinguished immediately after use.

- Doorways, hallways, corridors, staircases and fire exits cannot be blocked or obstructed.
- Storage of personal property is not permitted. The Virginia Avenue Park Campus will not be held responsible for the loss of any materials or items left in any of the facilities.

FOOD and BEVERAGE

- All leftover food must be disposed of in trash bins or removed. All food, beverage arrangements and clean-up are the responsibility of the renter.
- Alcohol and intoxicating beverages are prohibited in all Santa Monica City parks and libraries. (SMMC 4.08.200) Any violation may result in immediate cancellation of event, forfeiture of deposits and payments and denial of future permits for facility use.
- Any user group serving food to the general public must comply with all applicable State and Local Health codes and obtain licenses and permits required by law.
- Styrofoam containers and service pieces are in City facilities (SMMC 5.44.020).

APPLICATION INFORMATION

- The Pico Branch Library (PBL) requires a Meeting Room Interest Form and a signed Meeting Room Reservation Confirmation for use of the Annex.
- Virginia Avenue Park (VAP) requires a completed Park Facility Rental Room Application for use of the Thelma Terry Workshop 3 or The Patio.
- A Waiver and Release of Liability Agreement is required of all groups using Campus rooms.
- Documents are available from the PBL and VAP Administration Offices where the rental facilities are located and online.
- Hours for bookings and submitting applications may be limited.
- Rooms will be reserved on a first come, first served basis. Reservations cannot be confirmed until the signed confirmation has been received and all fees and security deposits paid.
- Campus room rental requires full payment at time of application.
- Use of facilities may be revoked by Campus Administration if there is a conflict with City use.
- Rooms may be booked no more than three months in advance and no later than two weeks before event.
- The standard booking fee covers a two-hour session, including set-up and clean up time. Additional hours will be charged as listed in the fee schedule.
- Rental agreements are subject to review by the City Departments, who will determine compliance with Campus meeting room policy.
- A staffing fee will be assessed outside of operating hours, based on availability. See Fee Schedule.
- REFUNDS less a \$15 processing fee will only be given when the cancellation request is received in writing by the reservation office at least ten business days (Mon-Fri) prior to use. Written refund request must include a copy of the permit and/or receipt. Allow 4 weeks for processing. Emails are accepted. Refund requests less than 10 business days before a room reservation will not be honored.

VIRGINIA AVENUE PARK CAMPUS ROOM RENTAL FEE SCHEDULE

Virginia Avenue Park

2200 Virginia Avenue
 Santa Monica, CA 90404
 Tel: 310-458-8988
 Web: www.smgov.net/vapark
 Email: vap.mailbox@smgov.net

Park Operating Hours

Monday-Sunday: 8am-10pm

Room Rental Hours

Saturday & Sunday: 8am-10pm
 Mon-Fri: Not Available

FEE SCHEDULE (Capacity is Approximate)		
Room	Fee (minimum 2 hours billed)	Chairs/ Tables
Patio	\$27, per hour	36/6
Thelma Terry Workshop #3	\$54, per hour	100/18
Staffing Fee, outside of rental hours	\$25, per hour (Depends on staff availability)	
Cleaning/Damage Refundable Deposit	\$100	
Room Capacity	Patio: 36	Thelma Terry: 100

Checks, Money Orders, Visa, MasterCard, and Discover are accepted. Cash is not accepted. Make checks payable to: City of Santa Monica.

Pico Branch Library

2201 Pico Blvd.
 Santa Monica, CA 90404
 Tel: 310-458-8684
 Web: www.smpl.org/pioc
 Email: pbuser@smgov.net

Library Open Hours

Sunday: Closed
 Monday-Thursday: 12pm-9pm
 Friday: 12pm-5:30pm
 Saturday: 10am-5:30pm

Annex Rental Hours

Sunday & Saturday: 8am-10pm
 Monday-Friday: 12pm-10pm

FEE SCHEDULE (Capacity is Approximate)		
Room	Fee (minimum 2 hours billed)	Chairs or Tables
Annex	\$30, per hour	
Use of kitchenette	\$25	
Cleaning/Damage Refundable Deposit	\$100	
Staffing Fee, outside of rental hours	\$25, per hour (Depends on staff availability)	12 tables or 52 chairs
Room Capacity	Up to 52 people	12 tables or 52 chairs

Checks, Money Orders, Credit Card and Cash are accepted. Make Checks Payable to: Santa Monica Public Library.

EXCEPTIONS

COLLABORATIVE CAMPUS PROGRAMS

This category consists of programs or services that meet mutual goals to serve the public or special user groups and may be offered jointly by the Campus and a community group, agency or individual. A program proposal is required and available online. Program design, scheduling for the program and outreach is done in a collaborative way. City staff and the community group or agency participates in all aspects of the event from creation, funding, marketing, staffing and evaluation. Rental fees may be waived for collaborative programming.

SANTA MONICA NEIGHBORHOOD ASSOCIATIONS

Santa Monica Neighborhood Associations meeting the criteria for grant support are exempt from the regular hourly Campus rental fee while following all of the other rules in the Campus Meeting Room Policy.

CITY USE

Rental fees may be waived to other City Divisions, but are limited to 16 hours per month.