

Conference Room Policy

Purpose

The purpose of this policy is to govern the use by the public of the conference rooms at this library in accordance to the Vision and Mission Statement of the San Diego Law Library.

Policy Regarding Public Use

1. Reservations & Cancellations

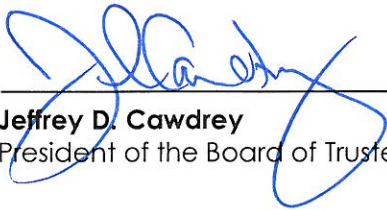
- a. Fees must be paid up front, at the time of making the reservation.
- b. A valid credit card is required to be on file for security if damage to premises.
- c. Renters are responsible for payment of all usage time, including any time necessary for setup and breakdown, and for any damage or extra cleaning.
- d. Partial hours are charged as a full hour.
- e. We do not guarantee set up of room technology or special room configuration for reservations made less than 48hrs in advance.
- f. Cancellations must be made by 3:00pm the day before the event in order to receive a refund. Fees paid by credit card will be refunded within 3 business days; fees paid by check will be refunded within 25 business days. Renter forfeits all fees for cancellations made after 3:00pm the day before the event.
- g. The Library reserves the right to change or cancel reservations if an emergency or extreme situation occurs, or if a special library program intervenes. In such case, as much notice as possible will be given. If the Library cancels a reservation, Renter will receive a refund of all fees paid.

2. Conference Room Use

- a. Food and covered drinks are allowed in the conference rooms, however, no catering facilities are provided.
- b. A pre-use and post-use checklist will be reviewed with Renter regarding the condition of the room, furniture, and equipment.
- c. Renter agrees to return all tables and chairs to their original locations and otherwise return the room to the condition it was in before the rental period.

- d. Renter is solely liable for the meeting room, furniture, and equipment. Renter's credit card on file will be charged for any cost of repairs or replacement due to damage, loss, and/or for any cleaning beyond the normal use of the room.
- e. Any advertising of an event at the Library must contain contact info for Renter and make clear the Library is not a sponsor of event.
- f. Renter agrees to act in accordance with all Law Library policies and procedures.

This Conference Room Policy has been approved by the San Diego County Public Law Library Board of Trustees at a regular meeting on November 14, 2012.



Jeffrey D. Cawdrey
President of the Board of Trustees



John Adkins, Director of Libraries
Secretary to the Board of Trustees

Note: This Conference Room Policy supersedes the Policy dated May 2, 2009 and all other policies governing public use of conference rooms at this library.