

# Morgan Hill Library Program Room

660 West Main Avenue  
Morgan Hill CA 95037  
408.779.3196 fax 408.779.0883

## Policies and Procedures

The Library has a program room that is used primarily for library-sponsored programs and events. Community groups are permitted and encouraged to use the program room for cultural, educational, and recreational programs when such use does not conflict with programs sponsored by the Library.

**Meetings must be free and open to the public.**

**No fees can be charged and rooms are not available for private or commercial use.**

Full-text of the Santa Clara County policy can be viewed on our website.

Eligible organizations (in priority):

- A. Library programs.
- B. Library related groups such as Library Commission, Friends of the Library, Reading Program, etc.
- C. Civic, school and nonprofit groups presenting programs of public interest.
- D. Other groups not included above and not excluded by the County Procedures Manual.

The following are NOT permitted in Santa Clara County Libraries:

- Solicitation
- Sales
- Admission fees. Organizational dues may be collected but cannot be required for attendance.
- Smoking or alcoholic beverages
- Food
- Posting or hanging anything on the walls or doors
- High voltage equipment

Available Hours:	Mon-Weds	1pm – 8:30pm
	Thurs	Sat 12pm – 5:30pm
	Sun	1pm-5pm

### Facility:

- The room seats a maximum of 92. The room can be divided to host 2 programs of 34 and 58 people.
- Groups of less than 10 participants cannot reserve the room.
- Groups are responsible for setting up any tables and chairs and returning them to their original position at the end of the program.
- Equipment available includes: podium, whiteboard, sink, 6 tables, 50 chairs, and WiFi Internet access. Not all these items are available if the room is divided for use by 2 different groups at the same time.

**Fees:**

- \$25 (non-refundable) fee for four hours
- Payable by cash or checks made out to the Morgan Hill Library. The fee is due within 7 business days of booking.

**Reservations:**

- Reservations are taken no more than 4 weeks in advance but not less than 24 hours before the requested date and time.
- To reserve the program room go to the information desk or call during open hours at 779-3196 ext. 3700 to speak with the Community Librarian.
- The room is available to any group once per month. A representative of the group must read the Santa Clara County Library meeting room policy, complete the application, and pay the fee. The representative commits the organization or group to following the policy and assumes responsibility for any damages to the library. The group representative who signs the application must be present at the program.
- The reservation time should include set-up and cleanup time.
- A completed application and payment of the fee confirms the reservation.
- All publicity for programs must include a contact phone number other than that of the Morgan Hill Library and must not imply that the Library is sponsoring the program.
- The Library reserves the right to cancel a reservation with reasonable notice.
- At the time of the reservation, the group should inform staff what equipment is needed.

**Check-in:**

- Notify staff at the Information Desk that your group has arrived.
- Only the individual whose name was used during the time of the reservation will be able to access the meeting room.
- Groups will not be allowed into the meeting room before their scheduled time.

**Room Setup:**

- The group is responsible for arranging the chairs and tables before the meeting. The room must be arranged so that there is ample access to exits.

**Cleanup:**

- Groups must leave the meeting room at the scheduled time.
- The room must be left clean and in the same or better condition than which it was found.

Permission to use the Program Room is granted on the condition that all rules are followed.