

Morgan Hill Library Program Room

660 West Main Avenue

Morgan Hill CA 95037

408.779.3196 fax 408.779.0883

The Library has a program room that is used primarily for library-sponsored programs and events. It is available for educational, cultural, and civic programs.

Summary of the Santa Clara County Library meeting room policy: The Santa Clara County Library, as an open forum promoting knowledge, ideas, and cultural enrichment, makes meeting rooms available to organizations engaged in educational, cultural, intellectual, civic, or charitable activities. Such 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 entire 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.

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 include: 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.

Fee: There is non-refundable \$25 per use fee that is due within 1 business day of booking.

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 to speak with staff at the information desk.

The room is available once per month to any group. 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.

Once the room has been reserved, fill out & submit your [application](#) with the appropriate fee.

The group representative who signs the application must be present at the program.

The library reserves the right to cancel a reservation with reasonable notice to a group.

The following are NOT permitted in Santa Clara County Libraries:

- Solicitation
- Sales
- Admission fees. A nominal amount to cover refreshment cost may be collected. Organizational dues may be collected. Neither can be required for attendance.
- Smoking or alcoholic beverages
- Posting or hanging anything on the walls or doors
- High voltage equipment

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