Meeting Room Application

San Mateo Main Library

Phone: (650) 522-7802
libraryreservations@cityofsanmateo.org

Complete application, print, initial & sign policy, complete technology request as needed, and return all documents. Can be scanned & returned via email, in person, or mail.

Hours of Availability
(including meeting room and catering set-up/pick-up):

M-Th: 8:30a-7:45p Sat: 9:30a-4:45p
Fri: 8:30a-4:45p Sun: 1:00p-4:45p

www.cityofsanmateo.org/librarycommunityrooms

APPLICANT INFORMATION (*please print clearly*):

San Mateo City or Hillsborough Resident: ☐ Yes ☐ No

Name (First and Last):

_____

Address:

_____
Street Address

_____
City Zip Code

Phone:

Primary: (_____)_____

Secondary: (_____)_____

E-mail:

_____

If you are Representing an ORGANIZATION or GROUP:

Non-profit? [*written proof of IRS 501(c) status is required*]
☐ Yes ☐ No

Organization / Group Name:

_____

Organization / Group Address:

_____
Street Address

_____
City Zip Code

Organization / Group Phones:

Office: (_____) _____

Fax: (_____) _____

Are you the on-site contact on the day of the event?

☐ Yes ☐ No

If No, Name of Contact:

_____

Phone: (_____) _____

Library Use Only					
	Initials	Date		Initials	Date
Req. Received			Tech Req. to IT		
Ent'd. & Confirmed			Revenue Rept'd.		

FACILITY REQUEST:

Event Date:

_____/_____/_____
Month Date Year

Day of the Week:

☐ Mon ☐ Tue ☐ Wed ☐ Thurs ☐ Fri ☐ Sat ☐ Sun

Room(s) Requested:

☐ Oak Meeting Room ☐ Laurel Meeting Room

☐ Cedar Meeting Room ☐ Computer Training Lab

I want to have access to the room/s from: (*fee based on this*)

_____ ☐ AM or ☐ PM *to* _____ ☐ AM or ☐ PM

My Program / Event times are:

_____ ☐ AM or ☐ PM *to* _____ ☐ AM or ☐ PM

EVENT INFORMATION: *Parking is limited! For groups 50+, carpooling, public transit or use of 2nd Avenue & El Camino Garage is strongly recommended.*

Title of Event:

_____

Estimated Maximum Attendance (minors) _____ (adults) _____

Seating *(Please select one, sample floor plans/set up on following pages or provide a sketch of alternative set up request.)*:

☐ Theater (chairs only) ☐ U-Shaped ☐ Classroom

☐ Banquet ☐ Discussion ☐ Other, *attach sketch*

		YES	NO
1	Will you need technology equipment? *If yes, please fill out the Technology Request Form.There is an additional $40 fee for this service.*	☐	☐
2	Is the event open to the general public?	☐	☐
3	Are you **selling** anything, **charging** admission, or **soliciting** donations? *If yes, please describe:*	☐	☐
4	Will you promote your event with flyers, press releases, etc.? *If yes, please see final paragraph in Policy section for requisites.*	☐	☐
5	Do you ***request*** to **serve** wine, beer or liquor?	☐	☐
6	Do you ***request*** to **sell** wine, beer or liquor? *If yes, please see Meeting & Facilities Rental, Policy section on Alcohol & Smoking #3 for further requisites.*	☐	☐
7	Serving refreshments? *If you plan to use a caterer, please see Terms & Conditions section, Item #6*	☐	☐

San Mateo Main Library
Meeting Room & Facilities Rental Policy

[Policy revised by the Library Board – August 25, 2008
Updated June 24, 2024

Please print document & initial where indicated as acknowledgement of policy, whether or not it is directly applicable to your specific request. Provide written signatures, digital signatures are not accepted.

POLICY

The San Mateo Public Library has a complement of meeting rooms that are available as a public service and may be rented at rates established in the fee schedule of the City of San Mateo. Priority use of the Library's meeting room calendar will be given to Library programs, use by other City departments, the Library Foundation and education based partners of the Library. The fact that a group is permitted use of a meeting room does not constitute an endorsement of the group's policies or beliefs by the Library nor the City of San Mateo.

A completed application form must be submitted to the Library Administration Office in person, by U.S. mail, email to libraryreservations@cityofsanmateo.org The application must be signed by an authorized representative of the group who shall attend the meeting and be personally responsible for the conduct of the meeting and any damage to the Library.

Each application will be reviewed and the contact person will receive confirmation either by email or U.S. mail. Applications must be submitted at least ten calendar days prior to the meeting date but **not more than three months (90 days to the date of the request) in advance**. Information about the room's availability may be provided by phone (650-522-7802); however, applications will not be considered as confirmed until a **signed application** is **submitted with full payment** (at the corresponding fee rate) and confirmation is sent or provided by the Library staff.

In order to ensure accessibility to as many community members as possible, the following restrictions will apply. *Use of meeting rooms will be limited to one meeting per month by an organization*, unless otherwise authorized by the City Librarian. The Library advises that announcements or publicity for the meeting not be printed or distributed until written confirmation from the Library is received.

_____ ***(Initial)*** All promotional materials must be reviewed by the Library in advance of publication and distribution. Printed and electronic materials, including social media, must include the following disclaimer: ***"The San Mateo Public Library facilities are being rented for this event. The viewpoints and materials presented at this event are not necessarily endorsed by the City of San Mateo or the San Mateo Public Library."*** Failure to comply with this requirement may result in cancellation of booking and forfeiture of all fees paid.

TERMS and CONDITIONS

1. Applicants must adhere to all of the Library's meeting room regulations. Noncompliance will result in the loss of meeting room privileges.
2. If there are multiple reservation requests for the same time, requests will be considered in the order they are received during Administration Office business hours and processed according to priority use.
3. Meetings may be open to the public or requested for private use. Private use functions will require that the group using the room declare such use at the time of submitting the application.
4. Users of the meeting rooms must observe all of the Library's regulations related to the facilities and accept financial responsibility for all damages to the Library, furniture and equipment.
5. Meetings held during the Library's hours of service must end at least 15 minutes before the Library closes. After hours use must be requested specifically on the application; and payment made at the time application is submitted. Fees for after-hours use are itemized on the Fees Schedule of the City of San Mateo.
6. Refreshments may be served at the event if it is specified on the application form. The Library reserves the right to approve all caterers to be used by applicant.
7. _____ ***(Initial)*** The Library's technology equipment and services may be requested by the applicant at the time of the application. In the event equipment malfunctions during use, it should be brought to the attention of Library staff. Applicants cannot attempt to repair malfunctioning equipment. *All equipment must be turned off at the end of use.*
8. Attendance must not exceed the posted capacity of the meeting room being used: Oak Meeting Room (124); Laurel Meeting Room (36); Cedar Meeting Room (24); Computer Training Lab (26). Capacity levels for other areas of the Library can be confirmed at the time application is submitted.
9. Room set up configuration should be requested at the time of the application, but not later than 5 business days before the event.

10. Use of the computer training room must be limited to the capabilities and programs available on the computer technology equipment. No additional programs may be installed in the Library's computers by the instructor or students and adherence to the Library's computer use policies must be observed.
11. The San Mateo Public Library and the City of San Mateo is not responsible for loss or damage to property left in the rented meeting room by the applicant and co-users.
12. Any person or group using the meeting rooms and facilities of the San Mateo Public Library agrees to indemnify and hold harmless the San Mateo Public Library and the City of San Mateo from any and all actions or suits relating to its use of such rooms and facilities.
13. Exceptions to the policy and regulations must be approved in advance by the City Librarian.

ADDITIONAL TERMS and CONDITIONS

HOURS

1. _____ ***(Initial)*** The requested reservation hours must include time for any of your group's setup and cleanup needs (e.g., decorations, caterers, bands). No individuals associated with your event will be admitted to the room/s before the access time contracted and all must vacate the room/s by the contracted ending time.
2. Delivery of supplies or equipment will not be accepted at the Library prior to the contracted reservation time.
3. Overtime charges of twice the hourly rental rate will be assessed for events when the room is not completely vacated by the contract ending time, this includes any catering or other supply pick up. Reservations may not be extended beyond the contract ending time. Overtime is charged in hour increments for any hour or part thereof beyond the contracted ending time that the room/s are not vacated by the applicant.
4. The Library will attempt to accommodate requests to change the date and hours in the rental contract; however, the Library reserves the discretion to deny such requests. All requests for modification of the rental contract times must be requested and approved at least 5 business days in advance of the event date.

SET UP and CLEAN UP RESPONSIBILITIES

1. Library staff will make an effort to set up tables and chairs to your specifications, but cannot always guarantee that this can be done.
2. Setup requests for tables and chairs must be submitted at least 5 business days prior to the event. The Library must approve all set up requests.
3. _____ ***(Initial)*** Applicant will complete the Reservation Closing checklist and return to Library staff.
4. _____ ***(Initial)*** The applicant is responsible for clearing all tables and for placing all garbage in refuse bags/cans. The Library will supply plastic trash bags.
5. All additional setups, signs or decorations are the responsibility of the applicant. The removal of these setups, signs or decorations is also the responsibility of the applicant.
6. All decorations must be approved by the Library in advance and set up under Library supervision. *Decorations must be attached with blue masking tape only, NOT cellophane tape, tacks, brads, or nails. The Oak Room is the only exception; it does have a bulletin board wall that can accommodate push pins.* All tape must be carefully removed by the applicant.
7. Equipment needs beyond tables and chairs must be requested in advance on the contract application.
8. Heat, spark or flame producing devices, including coffee pots and candles, may NOT be used. Chafing dishes are acceptable if Sterno is used for heat AND table linens have been treated with a flame retardant OR Sterno is placed on a flame retardant surface.

FOOD and KITCHEN USE

1. _____ ***(Initial)*** All food service supplies and equipment must be provided by the applicant. Any heat generating appliances such as microwaves, toaster ovens, coffee makers, catering food warmers, or electric fry pans ***are not permitted***. Applicant may, however, use Library provided microwave oven, refrigerator, and sink adjacent to the reserved room/s by previous arrangement.
2. _____ ***(Initial)*** The applicant is responsible for cleaning the kitchen after using it.

ALCOHOL and SMOKING

1. Applicants serving alcoholic beverages of any kind *must request Library approval* to do so at the time of application.

2. If approved by the Library, applicant accepts the responsibility for the use of alcohol in the Library and agrees to prohibit the use of alcohol by minors.
3. Applicants who charge a fee to serve alcohol, or charge an admission fee and serve alcohol, must obtain a temporary alcohol sales permit from the State of California Alcoholic Beverage Control Board. Evidence of such a permit must be presented at the time final payments and set up diagrams are returned, this is normally at least 10 calendar days in advance.
4. Smoking is NOT permitted inside City facilities. Smoking is only permitted in outdoor areas and at least 20 ft. from the Library. It is the responsibility of the applicant to maintain compliance of this regulation by attendees.

PAYMENT OF FEES and DEPOSIT RETURN

1. _____ ***(Initial)*** The payment of all fees must be made at the time of application in order for the booking to be confirmed. Completion of any additional conditions of approval must be completed at least 10 calendar days in advance of the scheduled use. Failure to meet this deadline may result in cancellation of the reservation and forfeiture of payments or deposits.
2. Meeting room reservation payments and security deposits may be made in one of the following forms: Visa, MasterCard, Discover Card, Certified Check, Money Order, Personal Check, Organizational Check, or Cash (not exceeding$100).
3. Security deposits paid by credit card will be refunded (if applicable) as a credit to the originally charged credit card, unless the original card has expired, in which case a check refund will be issued.
4. For some reservations, a security deposit, in addition to regular fees, is required. This shall be used to cover additional fees for exceeding the reservation time, damage to the Library or equipment, or additional cleanup needs.
5. The applicant shall be liable for all costs for restoring or replacing damage or loss. An applicant's additional liability shall not be limited to the amount of any security deposit.
6. Please allow two to four weeks after your event for the return of any deposits.

CHANGES and CANCELLATIONS

1. All communications for requesting modifications of the rental contract shall be between the reservation applicant and the Library Administration Office. No requests for changes to the rental contract or setup arrangements will be accepted from any person other than the applicant named on the reservation.
2. If cancellation of a reservation is necessary, the Library Administration Office must be notified immediately. Cancellation must be made ***at least 10 calendar days in advance*** of the use date or the applicant may be assessed a cancellation fee. Reservations cancelled with less than 10 calendar days notice will be charged a cancellation fee equal to one hour's rental fee.
3. If the nature of the event changes or if the number of participants changes, the Library personnel must be notified ***at least 10 calendar days in advance***, and, if necessary, fees will be changed in accordance with applicable rates. The Library reserves the right to disapprove any such requests.

RESERVATION REVOCATION

1. The Library reserves the right to revoke a reservation for failure to observe any rules, regulations, and ordinances of the City of San Mateo; or when the room/s is needed for programs sponsored by San Mateo Public Library.
2. Fights, vandalism, or unacceptable behavior occurring during a reservation use shall cause immediate cancellation of the reservation and forfeiture of all fees or deposits.
3. Any publication of the proposed activity for which this reservation is desired, which occurs prior to the reservation being granted, shall cause the reservation to be denied.
4. Events which exceed the attendance allowed, as indicated on the contract, may be immediately cancelled with forfeiture of all fees or deposits.
5. If incomplete or incorrect information regarding either the nature of the event or the expected number in attendance is given, the Library may immediately cancel the reservation with no refund of fees or deposits.

LIABILITY and INSURANCE COVERAGE

1. For failure to deliver the premises as set forth in this agreement, the maximum liability of the Library is for return of any reservation fees and deposit paid by the applicant.
2. All applicants must accept the Library meeting room/s in the condition found. The City makes no warranty as to the safety and usability of any facility beyond that afforded the general public.
3. All persons, groups, and organizations shall agree to hold harmless, defend and indemnify the City, its elective and appointive boards, commissions, officers, agents, and employees from and against any and all claims, loss, liability, damage and expense for property damage or personal injury, including death, which might arise from the use of the Library meeting rooms.
4. All persons, groups, and organizations using the Library facilities for money raising purposes, or when an admission is charged or items sold, or for events open to the general public, shall file evidence of public liability insurance in an amount of not less than $1,000,000 for injury to anyone person, and in an amount not less than $1,000,000 on account of any one occurrence, and of property damage insurance in an amount of not less than $100,000 for damage to the property of each person on account of anyone occurrence, and a $250,000 aggregate property damage. The evidence of insurance shall be in the form of an endorsement to the policy, naming ***the City, its elective and appointive boards, commissions, officers, agents, and employees*** as additional insureds. This endorsement document must be submitted with proof of insurance to the Library Administration Office at least 10 calendar days in advance of contracted use.

SECURITY and CHAPERONES

1. Where applicable, the Library may require adult parent chaperones for youth activities. A list of these chaperones must be submitted to the Library Administration Office least 10 calendar days prior to the event and must include each chaperone's address, phone number, and relationship to attendees.
2. Where applicable, the Library may require that an applicant hire special private security for a reservation. A copy of the contract with the security company must be submitted at least 10 calendar days in advance of the event.

My signature below signifies that I am the responsible party for this reservation request and that I affirm all the above information is accurate and complete. If there are any changes in the above information, I will immediately notify the Library Administration Office.

I have read, initialed and agree to abide by all of the conditions contained herein as well as any as the Conditions of Use contained in the Permit and any supplemental policies and requirement specific to the facility permitted and understand that I will be responsible for all costs the Library may incur as a result of any failure to fully comply with all of these conditions. I agree to hold harmless, The City of San Mateo, its elective and appointed boards, commissions, officer, agents, and employees for any injury or loss incurred by those using the facilities requested.

Name and Title (please print)

Signature

Date

San Mateo Public Library

Meeting Room Technology Services Request

Date Service Requested: _____/_____/_____

Set-up Time: _____
(default is initial room access start time; please confirm time for technician to arrive)

End Time (will be when staff collects equipment): _____

Group Name: _____

Contact Person: _____ Phone #:_____

If you are bringing your **own** computer technology, please indicate what kind:

Mac Laptop ☐ **iPad** ☐ **Windows Laptop** ☐

Please bring own adaptor if you do not have standard HDMI connection.

Please be sure to include time in your reservation request for set up, testing and confirmation of the system with your technology. This time will need to be included in your total reservation period.

Please check the boxes of the Technology Services Requested	**Oak**	**Laurel**	**Cedar**	**Computer Lab**
Speaker System with Podium Microphone				
Wireless Microphones (2 Max) Handheld:_____ Headset: _____				
Library Windows/PC Laptop with Projection				
Presentation Remote				
User Laptop with Projection				
CD/DVD Projection (stand-alone player, other than a laptop)				
Flip Chart Stand *(group responsible for their own paper)*				

Library Use Only		
	Initials	Date
Tech request to IT:		

Meeting Room Set-up Examples

Set up designs can be customized for your needs.

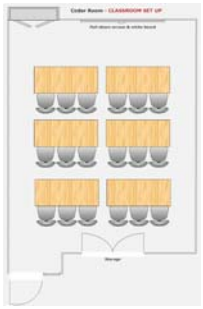
Plans are not exact, but close to relative scale and are shown at or near maximum capacity for that layout.

Cedar Room

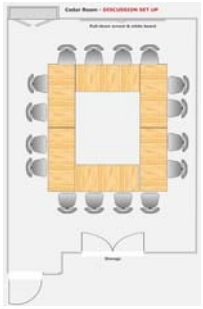
Theatre Style



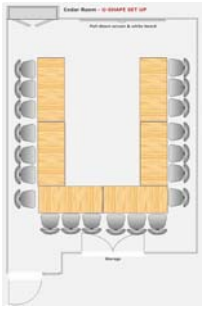
Classroom Style



Discussion Style

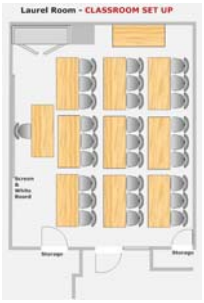


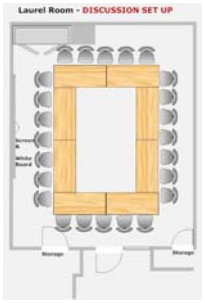
U-Shape Style

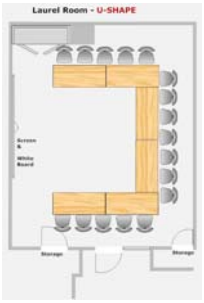


Laurel Room

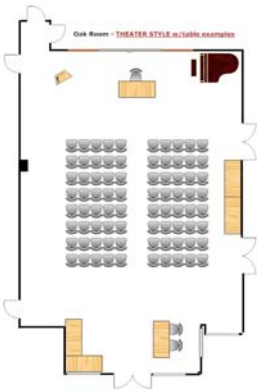


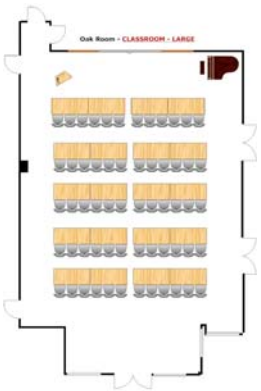


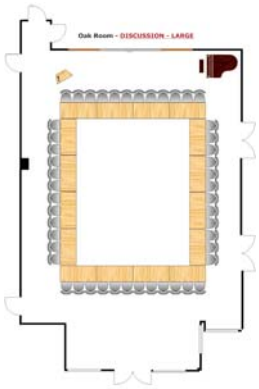


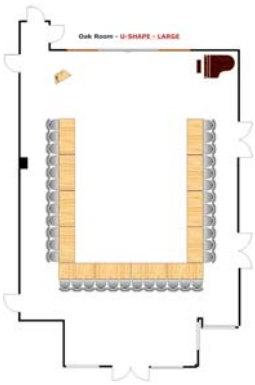


Oak Room

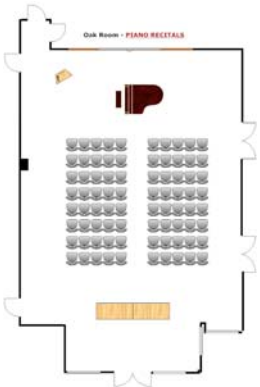




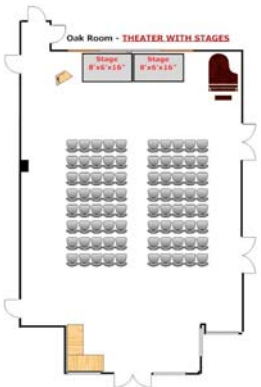




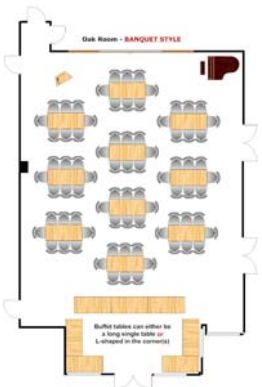
Piano Recital



Theater w/Stage(s)



Banquet



General Information for
Reserving San Mateo Main Library Community Meeting Rooms

San Mateo Public Library

The Oak, Laurel and Cedar Rooms are located in the meeting room complex on the 1st floor of the Main Library and are served by an adjacent kitchen with a microwave oven, refrigerator and sink that is available for use by prior arrangement.

Room	Approx. Dimensions (in feet)	Square Footage (in square feet)	Maximum Occupancy				
			Theater Style	Classroom Style	Discussion Style	U-Shaped	Banquet Style
Oak	32 x 30	960	124	60	48	40	100
Laurel	21 x 24	504	36	27	24	16	22
Cedar	10 x 15	150	24	18	16	12	18

Meeting rooms are available for use during the following hours:

Mondays - Thursdays	8:30 am – 7:45 pm
Fridays	8:30 am – 4:45 pm
Saturdays	9:30 am – 4:45 pm
Sundays	1:00 pm – 4:45 pm

Reservations must include set up and clean up time within these hours and as part of reservation request. Patrons will have access to the room only at start of reservation time and must completely clean and vacate the room by end of reservation period.

Fee schedule:

Room	Non-profit organizations (w/501(c) IRS status)	Private Rentals			
		San Mateo City Hillsborough resident	Non-San Mateo City Hillsborough resident	San Mateo City Business	Non-San Mateo City Business
Oak	$215 for 1st 4 hours + $30 for each additional hour	$150 per hour	$220 per hour	$220 per hour	$335 per hour
Laurel / Cedar	$120 for 1st 4 hours + $20 for each additional hour	$110 per hour	$150 per hour	$220 per hour	$335 per hour
Music Recitals in the **Oak Room**		$170 flat fee for up to 3 hours – includes use of the Library's Bösendorfer Grand Piano			

For some rentals, a refundable security deposit, in addition to regular fees, is required. Requirement will be determined upon receipt of application. The security deposits are $350 for the Oak Room and $255 for the Laurel or Cedar Rooms.

Amenities available to enhance use of the community meeting rooms:

- ☐ A/V equipment — $40 per meeting *(see attached sheet)*
- ☐ Stage rental – Single (8'x6'x16") — $185 per use
  Double (16'x6'x16") — $255 per use

For more information, please call the Library Administration Office at (650) 522-7802, Monday through Friday, between 9:00 am and 5:00 pm.

rev. 7/1/26

San Mateo Main Library
Meeting Room & Rental Facilities

CLOSING & SIGN OUT CHECKLIST

Please complete all tasks and return this signed form to the front desk to notify them of your departure from the building.

Assure completion of tasks not later than 15 minutes prior to Library closing.

	Task	Done
1.	Shut down and/or turn off all technology equipment.	
2.	Clear all tables and check the floors and room entirety for trash.	
3.	Deposit all trash and recyclables in appropriate bins.	
4.	Remove all decorations and signage, inside and outside.	
5.	Remove all catering supplies and equipment.	
6.	Clean the kitchen & remove supplies from the refrigerator, as applicable.	
7.	Close all doors upon exit.	

Please provide your feedback on the following:	**Yes**	**No**
My room was set up per my request when we arrived.		
The condition of the room was clean and presentable.		
All materials (AV, flipchart stands, etc) were provided as requested.		
Comments:		

Patron/Org.: _____

Signature: _____ Date: _____

Library Confirmation: *staff initials* _____

2-Hour Parking Enforcement in Main Library Garage
FAQ

On May 1, 2017 the City began enforcing the policy that parking in the Library's garage is reserved exclusively for library patrons and limited to 2 hours, Mon.–Sat.* from 8 am – 5 pm. Parking tickets will be issued to violators

- WHY?
  - Due to the increase in the number of library visitors since the grand opening in 2006, it can be difficult for library users to find an available parking space during the day.

  - Regulating the time limit ensures that all patrons are treated fairly since community members visit the library for a variety of purposes (e.g. select materials for checkout; attend a library program; use the public PCs; read newspapers/magazines; attend a meeting in one of the meeting rooms; etc.).

- HOW?
  - The 2-hour limit allows library users to share the 170 spaces equally in the garage.

  - Six 20-minute spaces (3 at garage entrance and 3 on Third Avenue) have been provided for quick visits to the library to pick up holds, return materials, browse the collection, etc.

  - SMPD Parking Enforcement Officers will monitor the garage and issue tickets to violators.

  - Alternate parking and transportation options for visits to the Main Library are available:
    - **Transportation and Carpooling Options**: For a list of the many alternative transportation options available within the city of San Mateo please visit: ***ConnectSanMateo.com***

    - **Downtown Parking:** For a list of San Mateo's nine public parking garages and surface lots please visit: ***https://www.cityofsanmateo.org/2125/Parking-and-Transportation***

- WHAT'S NEXT?
  - We are hopeful that enforcing the 2-hour limit will result in parking being more available for library patrons on their visits to the library.

  - The Library will monitor the effectiveness of the 2-hour limit. If access to parking continues to be a challenge for library patrons, metered parking may be necessary in the future. Metered parking is already in place at the Burlingame and Redwood City libraries.