



San Francisco Public Library

BRANCH AFTER HOURS MEETING USE GUIDELINES

Some branches have meeting rooms which can be used when the branch is not open to the public **except** for Holidays when the entire library system is closed. Requests and general rules for use of these rooms are the same as those for all meeting rooms. The guidelines below apply specifically to use of branch meeting rooms when the branch is closed. The following branches are available for after hours use: **Bernal Heights, Ingleside, Noe Valley, North Beach, Ortega, Park, Portola, Potrero, Presidio, and Visitacion Valley.**

1. Hours of use when a branch is closed are limited to:

9:00 am – 9:00 pm Monday – Thursday and

9:00 am – 6:00 pm Friday, Saturday, and

9:00 am – 5:00 pm Sunday

2. The minimum age for booking a meeting room after hours is 18 years of age.

3. The person booking the room is required to attend an orientation in the use of the room.

4. Keys will be available for the meeting room on the day of the meeting or on the last day open before after hours use.

5. Keys for the building must be returned in the branch book drop immediately following the end of the meeting.

6. All orientation procedures, including the proper use of keys, locks, and security equipment must be followed.

7. It is the responsibility of the primary contact person using the branch meeting room after hours to insure that all attendees vacate the building and that the building has been made secure prior to leaving the premises.

8. Failure to follow branch after hours meeting room guidelines will result in a group's inability to use the room in the future. The library reserves the right to collect for any damages to the facilities from users of the meeting rooms.

9. Audiovisual equipment is not available.

10. In case of an emergency during Afterhours Use, please call Library security at 415-557-4357.

11/10/14