

**SEMINOLE COUNTY GOVERNMENT
AGENDA MEMORANDUM**

SUBJECT: Amendment to Section 5.4 of the Administrative Code

DEPARTMENT: Library & Leisure Services **DIVISION:** Administration

AUTHORIZED BY: *S. Goldman* **CONTACT:** Suzy Goldman **EXT.** 7490

Agenda Date <u>2/24/04</u> Regular <input type="checkbox"/> Consent <input checked="" type="checkbox"/> Work Session <input type="checkbox"/> Briefing <input type="checkbox"/>
Public Hearing – 1:30 <input type="checkbox"/> Public Hearing – 7:00 <input type="checkbox"/>

MOTION/RECOMMENDATION:

Approve the attached amendment for inclusion in the Seminole County Administrative Code. Amendment concerns revisions to the Library Services Meeting Room Policy.

BACKGROUND:

On October 8, 2001 the BCC approved the Library & Leisure Services Facilities Use Policy for inclusion in the Administrative Code. Revisions were approved on June 24, 2003. Approval is requested for the following additional revisions to the Library Services Meeting Room Policy.

- Requiring meeting rooms to be vacated prior to library closing.
- Prohibiting the performance of fee-based services.
- Delegating to the Library Services Manager, with the approval of the Library & Leisure Services Director, the authority to deny use of the meeting rooms for activities which disrupt library operations.

These revisions are being requested to address increasing demand for meeting rooms and related operational issues.

Reviewed by: Co Atty: _____ DFS: _____ Other: _____ DCM: <u><i>SS</i></u> CM: <u><i>JLB</i></u> File No. <u>CLLA01</u>

THE FOLLOWING RESOLUTION WAS ADOPTED BY THE BOARD OF COUNTY COMMISSIONERS OF SEMINOLE COUNTY, FLORIDA, AT THEIR REGULARLY SCHEDULED MEETING ON THE ____ DAY OF _____, 2004.

WHEREAS, Seminole County Ordinance No. 89-28 created the Seminole County Administrative Code; and

WHEREAS, Seminole County Resolution No. 89-R-438 adopted the Seminole County Administrative Code; and

WHEREAS, the Seminole County Administrative Code needs to be amended from time to time to reflect changes in the administration of County government,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF SEMINOLE COUNTY, FLORIDA THAT,

1. Section 5.4, "FACILITIES USE - LIBRARY AND LEISURE SERVICES", Seminole County Administrative Code, is amended and attached hereto for inclusion in the Seminole County Administrative Code.

ADOPTED this _____ day of _____, 2004.

BOARD OF COUNTY COMMISSIONERS
SEMINOLE COUNTY, FLORIDA

By: _____
DARYL G. MCLAIN, Chairman

KC/gn
2/2/04
Attachment
Section 5.4

ADMINISTRATION

5.4 FACILITIES USE - LIBRARY AND LEISURE SERVICES

A. LIBRARY SERVICES MEETING ROOM POLICY.

(1) There are meeting rooms available at all five (5) of the Seminole County Public Library System Branches. Meeting rooms ~~will~~ may be reserved ~~on a first come, first serve basis~~ up to six (6) months in advance. No more than six (6) reservations may be made at one time. Additional meetings can be booked at the time the last meeting takes place.

(2) In order to reserve a meeting room, the applicants must be a Seminole County resident, at least eighteen (18) years of age and have a Seminole County Library card. Customers with a reciprocal borrowing library card, or a non-residential fee card are not eligible to book meeting rooms. Unreserved meeting rooms may be used for study purposes.

~~(3) All programs must be free and open to the public.~~

(3) In order to reserve a meeting room, the applicant must complete and sign an application form and receive confirmation of the reservation. The applicant's signature indicates their acceptance of responsibility for the condition of the room during their use. To take occupancy of a meeting room, the applicant must provide a photo identification and Seminole County Public Library card which reflect the name matching that on the application.

(4) The meeting room must be returned to its original condition after use.

(5) Unreserved meeting rooms may be used for study purposes.

(46) No directional or informational signs shall be displayed on library property by an organization using a meeting room. Promotional materials for an organization using a meeting room shall not include the library address or employees as a contact for information.

(57) All programs must be free and open to the public. Organizations may not conduct financial transactions on the premises or perform fee-based services, including tutoring. The following groups are exempted from this provision and may solicit and collect fees, dues, donations, etc., as well as may sell books and audiovisual materials in the meeting room and its immediate surroundings:

- Seminole County Friends of the Library;
- Organizations participating in events sponsored by Seminole County Public Library System.

All items sold by the Friends and other organizations are subject to the approval of the Library and Leisure Services Director or designee.

(68) Non-alcoholic beverages and refreshments may be served inside the meeting rooms. ~~Smoking is not permitted.~~

(9) Literature may be distributed to the public attending the program inside the meeting room.

~~Permission to use meeting rooms does not constitute endorsement by the library or the County.~~

(10) Smoking is not permitted anywhere in the library.

(11) Activities related to use of the meeting rooms may not disrupt regular library use. The Library Services Manager is authorized to deny use of the room to any group which violates library policies and to deny use for activities which disrupt library operations, subject to the approval of the Library and Leisure Services Director.

~~(7) The library reserves the right to cancel a reservation with a twenty four (24) hour notice.~~

~~(8) Applicants must complete an application form and receive confirmation of the reservation. To take occupancy of a meeting room, the applicant must provide a photo identification and Seminole County Public Library card which reflect a name matching that on the application.~~

~~Items may not be stored in meeting room overnight.~~

~~Room must be returned to its original condition after use. Additional furniture is not available.~~

(12) Meeting rooms must be vacated fifteen (15) minutes prior to library closing. Meeting room users must vacate the library by its closing time.

(13) Items may not be stored in meeting room overnight.

(14) Additional furniture, audio-visual equipment, computers or internet connection in the meeting rooms are not available from the library.

(15) The library reserves the right to cancel a reservation with a twenty-four (24) hour notice to the applicant.

(16) Permission to use meeting rooms does not constitute endorsement by the library or the County.

B. EXTENSION SERVICES AUDITORIUM RULES.

(1) The auditorium may be used by the following:

- Extension office personnel and their volunteers who are giving educational programs, holding advisory committee meetings or club meetings;

- County government personnel for official purposes;

- Non-profit organizations that have an affiliation with agriculture or mission objectives that relate to the Extension Service.

(2) No fees, dues, or donations shall be charged or solicited by the organization or individuals. The following Extension support groups are exempted from this provision and may solicit and collect fees, dues, donations, etc., as well as sell items in the auditorium and its immediate surroundings:

- University of Florida Extension staff and adjunct instructors;

- 4-H club members and parent volunteers;

- Family and community education volunteers;

- Master gardeners; and

- Organizations participating in special events sponsored by the University of Florida Extension Services.

All items sold by these groups are subject to the approval of the Library and Leisure Services Director or designee.

(3) Applicants must be eighteen (18) years of age or older to reserve the auditorium.

(4) Activities sponsored by the Extension Service or Seminole County are given priority in scheduling the use of the auditorium. The Extension Service reserves the right to cancel a reservation with a twenty-four (24) hour notice.

(5) Granting permission to use the auditorium facilities does not constitute an endorsement by Seminole County and opinions stated at the special event or activity are not necessarily the opinions of the County or the University of Florida Extension Services/IFAS.

(6) Non-alcoholic beverages and refreshments may be served. Smoking is not permitted.

(7) Each organization will be responsible for their own equipment, including overhead projectors, extension cords, VCR equipment, small appliances (coffeepot, etc.). Utensils and supplies must also be provided by the user. Items may not be stored in auditorium overnight.

(8) Users are responsible for arranging the furnishings in the meeting room. At the end of the meeting all furnishings must be returned to the original arrangement and the room must be left in a neat and orderly condition. This will include the rug if there is a noticeable change after the program.

If a request has been made to keep tables and chairs in a certain order or to make special arrangements for the next group coming in, that organization is under obligation to cooperate in this matter.

(9) If trashcans have been filled at the program, trash must be taken to the dumpster. Bring back canisters empty.

(10) Organizations cannot assume, because they meet once a month, that they have automatically reserved the auditorium for the next month.

(11) Extension Service is not responsible for equipment, supplies, materials or other items owned by the user and used in the auditorium. Equipment may not be stored in auditorium overnight.

(12) Auditorium may not be booked more than two (2) months in advance.

(13) Applicants must fill out an application form and receive confirmation of the reservation.

(14) Weekly scheduled meetings, unless they begin and end before 8:00 a.m. are not permitted.

(15) Animals are not permitted in the auditorium at any time, except for Seeing Eye dogs and other helper animals.

(16) Any request for a waiver or alteration of policy use must be submitted in writing to the Extension Services Manager. The Manager shall transmit such request to the Library and Leisure Services Director with a recommendation as to approval or denial. The Director will have the authority to approve or to deny.

(17) Organizations are responsible for picking up the auditorium key between 8:00 a.m. and 5:00 p.m. and returning it the next workday before noon. There will be a \$5.00 lost key fine if the auditorium key is not returned by noon the following day.

(18) Use of the demonstration kitchen facilities in the auditorium by an organization other than the Extension Service is not permitted.

(19) Photocopy service is not available.

(20) Auditorium keys may not be duplicated.