



Library Meeting Room Rental Policy

Hayward Public Library (Library) provides a wide array of resources, services, and community learning spaces to the general public. Library resources are intended to be available to all, for the enrichment and enjoyment of all. The Library believes that the provision of a safe and quiet environment is necessary to fulfill this purpose.

Furthermore, the Library serves as an important educational facility for children and youth, and its rules must be applied in a manner that takes account of their safety and welfare, as well as the needs of other customers.

Public use of Library meeting rooms is not a primary purpose of the Library and should not be allowed to interfere with Library services. All individuals and organizations must abide by the [Library's Customer Code of Conduct](#) while using the Library Meeting rooms.

Days & Hours of Use

Library meeting rooms are available for use during regular Library operating hours only.

Operating hours can be found online at <https://www.hayward-ca.gov/public-library>

Fees and rental rates can be found online in the City's current Master Fee's Schedule.

Applications

Reservation requests will be accepted through the Library's online facility reservation system (<https://hayward.librarycalendar.com/>) from responsible persons eighteen (18)

years of age or older. Details on the Library meeting rooms available for rental can be

found on the Library calendar site at: <https://hayward.librarycalendar.com/reserve-room>

The online reservation request form requires entry of the title of the meeting/event, the date(s) and hours of the proposed use, selection of the room/space to rent, contact information (name, address, email, phone) for the applicant, organization information (see organization types in current [Master Fee's Schedule](#)), and the purpose of the meeting. Submission of a reservation request implies that the applicant has read and accepted all the rules governing the use of the facility and will be responsible for any and all additional charges that may result from damages, cleaning, overstays, etc., related to the booking. The Library will review the reservation request and follow-up with the applicant with any next-steps within seven (7) calendar days (not including holidays).





Reservation requests should be submitted at least thirty (30) calendar days prior to the requested date of use to allow ample time for processing and setup.

A request that is incomplete or not in compliance with the requirements set forth herein will not be approved by the Library.

Conditions of Use

Permission to use Library meeting rooms is granted on a first come first served basis. All reservation requests are subject to approval and official City events have priority. No sales of any kind, or collection of payments, are allowed in library meeting spaces, except in the case of fundraisers for Library or City of Hayward programs.

The Library may impose reasonable conditions for the use of the Library meeting rooms to ensure that public property is not damaged through use of the facility, and to ensure that the comfort, convenience, safety, and welfare of the public is not disturbed. Permission to use the Library meeting rooms does not imply City endorsement of the mission, policies, or activities of any individual or organization.

The Library reserves the right to have its staff members attend any meeting held in the Library to ensure the safety of attendees and library patrons and to ensure that all facility rules are followed. Illegal activity or unpermitted activities will result in immediate eviction and may be a basis to deny future use of Library or City event spaces and meeting rooms by the groups and/or individuals violating this policy.

The Library reserves the right to deny any reservation request, place reasonable conditions on event space and meeting room use, or revoke any permission previously granted, if necessary. A request for reconsideration of denial of a reservation request, or a modification of permission already granted, may be submitted by any person adversely affected, to the Office of the Director of Maintenance Services. All requests for reconsideration shall be set forth in writing explaining the reason for the request and shall include a printout of the reservation request from the online system. The Maintenance Services Director will consider the request and make a recommendation to the City Manager for a final decision.





Review and Approval of Reservation Requests

A reservation request will be considered PENDING upon completion of the online facility reservation system submission. City staff will review each submission and if the room is available and the proposed conditions of use are met, the request will be processed. If payment is required for the reservation, the request will be considered APPROVED PENDING PAYMENT. Payment MUST BE received at least fourteen (14) calendar days prior to the event to ensure availability of the space.

A reservation request will not be approved if the City determines that the:

- (i) Facility is not available for the period requested by applicant.
- (ii) Applicant's intended use is not in the best interest of the City/Library/community.

Approval of any reservation may be revoked at any time for the applicant's failure to meet the required terms and conditions.

Security & Staffing Requirements

Depending on requested use, some events may require licensed security guards, police officers, and/or facilities attendants. The City will determine the need and number of licensed security guards, police officers, or facilities attendants required based on the event type, number of attendees and location. All costs related to these services will be the responsibility of the applicant.

Equipment & Cleanup Requirements

Any equipment needed will be the responsibility of the applicant and should be detailed in the reservation request. Any request for use of additional equipment not already included in the Library Meeting Rooms must be listed in the reservation request and will be reviewed for approval by the City. Any equipment or furniture moved into a meeting room or event space must be approved by the Maintenance Services Director (or designee) in advance and must be removed promptly at the end of the meeting/event. The City accepts no liability whatsoever for any property left on its premises.

All equipment removal and cleanup must be completed before the end of the scheduled rental period.





Applicant will be financially responsible for any and all damage, additional cleanup, use period overstay, and janitorial services associated with the event.

Fremont Bank Foundation Room Insurance Requirements

Lessees of the Fremont Bank Foundation Rooms (Rooms A and/or B) agree to maintain commercial general and automobile liability insurance for the term of the rental agreement in an amount not less than ONE MILLION DOLLARS (\$1,000,000.00) per occurrence, combined single limit coverage for risks associated with the use of the library meeting room(s). City and its officers, employees, agents, and volunteers shall be covered as additional insureds under the policy.

Lessee hereby agrees to hold harmless, defend, and indemnify the City of Hayward and its officers, agents, and employees from any loss, damage, liability, cost, or expense that may arise during or be caused by the use or occupancy by lessee of the library meeting room(s).

Paying Rental Fees

Applicant shall pay all applicable rental fees assessed by the reservation request system. Payment MUST BE received at least fourteen (14) calendar days prior to the event to ensure availability of the space. Recurring and ongoing rentals must be booked individually for each occurrence, up to twelve (12) months in advance.

Applicants must take into consideration time required by caterers, event planners, etc. for set up and clean up and build that into the total reservation time. Any time overages for an event will be billed to the applicant.

Applicants will be billed for any additional rental time and/or damage/cleaning costs associated with their reservation.

Cancellations, Changes & Refunds

Any cancellation and/or change to booking (e.g., date, time, location, etc.) must be submitted through the online system a minimum of fourteen (14) calendar days prior to the rental date to ensure a full refund. Cancellations made fewer than fourteen (14) calendar days before scheduled rental date will include forfeiture of 50% of the





reservation costs. Repeated cancellations may result in the loss of future rental privileges.

Refunds are not issued for unused hours.

Occasionally, the Library may find it necessary to reschedule, relocate, or cancel a previously approved reservation. In these cases, the Library will give as much notice as possible. In the event of a cancellation by the Library, any and all fees associated with the reservation will be refunded.

Cooking or Heating Limitations

Cooking or heating with gas-fired equipment (including but not limited to natural gas, propane, or butane fuels) is ***strictly prohibited***. Other prohibited items include flaming food/beverages/liquids/gases; candles or incense; pyrotechnic displays; gas or liquid fueled appliances, tools or equipment; and any hazardous or toxic materials.

Chafing dishes fueled by Sterno are permitted, with prior City approval.

If food needs to be cooked or heated, the Warming Kitchen can be added on to the facility rental.

Alcoholic Beverages

The City must approve any service or sale of alcoholic beverages. If the applicant plans to serve or sell alcohol, this must be noted in the reservation request. If permission is granted to sell alcoholic beverages, a license from the State of California Alcoholic Beverage Control Board must be acquired and posted at event. Alcohol may not be taken to other areas of the Library and legal age requirements for consumption of alcohol must be strictly enforced.

Food Service Ware Requirements

No expanded polystyrene (Styrofoam) food service ware is permitted. Food service providers cannot use Styrofoam cups, plates, etc. on the premises (Use of polystyrene or Styrofoam disposable food service ware is prohibited per [Hayward Municipal Code Chapter 5, Article 11.](#)) Details regarding the City's ban on polystyrene foam food containers are available online: [Polystyrene Foam Ban](#)





Copies of the brochure for distribution to event vendors can be obtained from the Utilities & Environmental Services Department by calling (510) 583-4700.

To the extent possible, all plates, bowls, utensils, etc. should be reusable or made of compostable material. Where practical, provide water in pitchers or water coolers, and not single-use disposable bottles. If single-use bottles are the only practical option, ensure all bottles are properly recycled. All items should be removed from the premises by the end of the reservation time.

For more tips on making your event more sustainable, please go to:

<https://www.hayward-ca.gov/sites/default/files/pdf/sustainability-guidelines-special-events.pdf>

Smoking

Smoking (including vaping or using e-cigarettes) is not permitted on or within any City property, including all Library meeting rooms and restrooms.

Publicity

Any publicity (including advertisement or promotional materials) for meetings and events by outside agencies or individuals that are held on Library premises shall clearly state the organizer's sponsorship (if any), provide a name and phone number for contacting the organizer, and include the following sentence:

This program is not sponsored or endorsed by Hayward Public Library or the City of Hayward.





City Hall Facility Rental Policy

Statement of Policy

The City of Hayward (“the City”) Facilities Rental Policy has been established to ensure that the use of City facilities is granted in a fair and equitable manner to organizations and the general public for cultural, social and recreational activities and programs civic in nature that are of benefit to the greater community. It is the policy of the City to allow individuals and organizations the use of the City’s event spaces and meeting rooms when the facilities are not reserved for activities that are implemented or sponsored in whole or in part by the City, and when such use is not disruptive to the programs and activities of the City.

Days & Hours of Use

The Rotunda and the Pre-function Area are available for rental Friday evenings from 5:00 PM to 10:00 PM, and on Saturdays and Sundays from 8:00 AM to 10:00 PM. Civic Center Plaza events are allowed from 8:00 AM until 30 minutes before sundown, or 8:00 PM at the latest. Council Chambers are subject to approval and official City events have priority. All reservations are granted with the understanding that the City of Hayward may cancel such reservations when the City Hall event space(s) is required for government purposes.

Applications

Details on the rental of City Hall event spaces can be found online at:

<https://www.hayward-ca.gov/services/city-services/rent-city-hall-rooms-or-outdoor-plaza>

Reservation requests will be accepted through the City’s online facility reservation system (<https://hayward.librarycalendar.com/>) from responsible persons eighteen (18) years of age or older. Details on the City Hall spaces available for rental can be found on the Library calendar site at: <https://hayward.librarycalendar.com/reserve-room>

The online reservation request form requires entry of the title of the meeting/event, the date(s) and hours of the proposed use, selection of the room/space to rent, contact information (name, address, email, phone) for the applicant, organization information (see organization types in current [Master Fee’s Schedule](#)), and the purpose of the meeting. Submission of a reservation request implies that the applicant has read and





accepted all the rules governing the use of the facility and will be responsible for any and all additional charges that may result from damages, cleaning, overstays, etc., related to the booking. The City will review the reservation request and follow-up with the applicant with any next-steps within seven (7) calendar days (not including holidays).

Rental applications should be submitted at least thirty (30) calendar days prior to the requested date of use to allow ample time for processing and setup. City facilities may be booked closer to the meeting/event date if the space(s) is (are) available, assuming all required submissions are submitted with enough time for City review and approval.

A request that is incomplete or not in compliance with the requirements set forth herein will not be accepted by the City.

Conditions of Use

Permission to use City facilities is granted on a first come first served basis. All facility rental requests are subject to approval and official City events have priority.

The City may impose reasonable conditions for the use of facilities to ensure that public property is not damaged through use of the facility, and to ensure that the comfort, convenience, safety, and welfare of the public is not disturbed. Permission to use City event spaces and meeting rooms does not imply City endorsement of the mission, policies, or activities of any individual or organization.

The City reserves the right to have one of its staff members attend any meeting held in City facilities to ensure no illegal activities are occurring on City premises and that all facility rules are followed. Illegal activity or unpermitted activities will result in immediate eviction and may be a basis to deny future use of City event spaces and meeting rooms by the groups or individuals violating this policy.

The City reserves the right to deny any application, place reasonable conditions on event space and meeting room use, or revoke any permission previously granted, if necessary. A request for reconsideration of denial of an application, or a modification of permission already granted, may be submitted by any person adversely affected, to the Office of the Director of Maintenance Services. All requests for reconsideration shall be set forth in writing explaining the reason for the request and shall include a copy of the





original application. The Maintenance Services Director will consider the request and make a recommendation to the City Manager for a final decision.

Review and Approval of Reservation Requests

A reservation request will be considered PENDING upon completion of the online facility reservation system submission. City staff will review each submission and if the room is available and the proposed conditions of use are met, the request will be processed. If payment is required for the reservation, the request will be considered APPROVED PENDING PAYMENT. Payment MUST BE received at least fourteen (14) calendar days prior to the event to ensure availability of the space.

A reservation request will not be approved if the City determines that the:

- (i) Facility is not available for the period requested by applicant.
- (ii) Applicant's intended use is not in the best interest of the City/Library/community.

Approval of any reservation may be revoked at any time for the applicant's failure to meet the required terms and conditions.

Security & Staffing Requirements

Depending on requested use, some events may require licensed security guards, police officers, and/or facilities attendants. The City will determine the need and number of licensed security guards, police officers, or facilities attendants required based on the event type, number of attendees and location. All costs related to these services will be the responsibility of the applicant.

Equipment & Cleanup Requirements

Any additional equipment needed will be the responsibility of the applicant. Any request for the use of additional equipment not already included in the event space must be listed in the application and will be reviewed for approval prior to use by the City. Any equipment or furniture moved into a meeting room or event space must be approved by the Maintenance Services Director (or designee) and must be removed promptly at the end of the meeting/event. The City accepts no liability whatsoever for any property left on its premises.





All equipment removal and cleanup must end prior to 11pm.

If dancing is desired, the applicants will be responsible for the rental, set-up, and removal of a dance floor. Applicant will be financially responsible for any and all damage, additional cleanup, and janitorial services associated with the event.

Insurance Requirements

Applicant will be responsible for providing a certificate of general liability insurance of \$1,000,000 coverage naming the City as additional insured. If alcohol is served or sold, the general liability insurance coverage must also include liquor liability.

Lessee agrees to maintain commercial general and automobile liability insurance for the term of their city hall rental in an amount not less than ONE MILLION DOLLARS (\$1,000,000.00) per occurrence, combined with single limit coverage for risks associated with the use of the City Hall event space(s). City and its officers, employees, agents, and volunteers shall be covered as additional insureds under the policy.

Lessee hereby agrees to hold harmless, defend, and indemnify the City of Hayward and its officers, agents, and employees from any loss, damage, liability, cost, or expense that may arise during or be caused by the use or occupancy by lessee of City Hall. Lessee further agrees to be responsible for any damages to the buildings, furniture or equipment accruing through occupancy or use of the City event space(s) by the lessee. Any and all lost equipment or damage sustained to the event space(s) shall be compensated within five (5) days.

Applicant will be responsible for providing a certificate of general liability insurance of \$1,000,000 coverage naming the City as additional insured. If alcohol is served or sold, the general liability insurance coverage must also include liquor liability.

Facility Rental Fees

Rental fees vary by location and facility type. These fees are summarized in the City's Master Fee Schedule in the Maintenance Services section. Failure to pay the required rental fee by the required due date will result in cancellation of the rental agreement.



Facility Deposits

A cleaning and damage deposit may be required for some meeting rooms and event spaces. This deposit typically ranges from \$300-\$500 (depending on the size and nature of the event). Larger deposits may be assessed for some event space reservations based on size and type of the event.

All facility deposits include refundable and non-refundable portions (see the City's [Master Fee's Schedule](#)). The non-refundable portion is used to cover staff processing time and is only refunded when the City is required to cancel or reschedule the event (see Cancellations, Changes & Refunds section). The refundable portion of the security deposit will be refunded based on the following conditions:

- a) Facility is left in the condition it was found; No damage done to the facility based on rental usage;
- b) Garbage, recycling and green waste are stowed in the proper containers or removed;
- c) Outside equipment and materials are removed; and
- d) Space use conforms with the City's facility rules and regulations.

The portion of the facility rental deposit due back to the applicant (if any) will be returned within thirty (30) calendar days following the end of the rental period.

Paying Rental Fees and Deposits

Applicant shall pay all applicable facility rental fees and deposits assessed in the rental agreement at time of booking. For recurring and ongoing rentals, fees must be paid by the first day of the month prior to the rental dates.

Applicants must take into consideration time required by caterers, event planners, etc. for set up and clean up. Any extra time requested for an event will be billed to the applicant.

Applicants will be required to provide the City with a credit card for payment of rental fees for any recurring/ongoing rentals and damage/cleaning costs.

Fee Waivers and Sponsorships

See the Facility Fee Waiver and Sponsorship Policy





Cancellations, Changes & Refunds

Any cancellation and/or change to booking (e.g. date, time, location, etc.) must be submitted through the online system a minimum of fourteen (14) calendar days prior to the rental date. Cancellations fewer than fourteen (14) calendar days before scheduled rental date will include forfeiture of 50% of the rental fees owed if the room is not booked by another applicant.

Refunds are not issued for unused hours.

Occasionally, the City may find it necessary to reschedule, relocate, or cancel a previously approved reservation. In these cases, the City will give as much notice as possible. In the event of a cancellation by the City, the entire application fee (including all deposits) will be refunded.

Cooking or Heating Limitations

Cooking or heating with gas-fired equipment (including but not limited to natural gas, propane, or butane fuels) is ***strictly prohibited***. Other prohibited items include flaming food/beverages/liquids/gases; candles or incense; pyrotechnic displays; gas or liquid fueled appliances, tools or apparatus; and any hazardous or toxic materials. Chafing dishes fueled by Sterno are permitted, with prior City approval.

Alcoholic Beverages

The City must approve any service or sale of alcoholic beverages. If the applicant plans to serve or sell alcohol, this must be noted in the online application. If permission is granted to sell alcoholic beverages, a license from the State of California Alcoholic Beverage Control Board must be acquired and posted at event.

Food Service Ware Requirements

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Copies of the brochure for distribution to event vendors can be obtained from the Utilities & Environmental Services Department by calling (510) 583-4700.

To the extent possible, all plates, bowls, utensils, etc. should be reusable or made of compostable material. Where practical, provide water in pitchers or water coolers, and not single-use disposable bottles. If single-use bottles are the only practical option, ensure all bottles are properly recycled. All items should be removed from the premises by the end of the reservation time.

For more tips on making your event more sustainable, please go to <https://www.hayward-ca.gov/sites/default/files/pdf/sustainability-guidelines-special-events.pdf>

Smoking

Smoking is not permitted on or within any City property, including the City Hall meeting rooms and event spaces.

Publicity

Any publicity (including advertisement or promotional materials) for meetings and events shall clearly state the organizer's sponsorship (if any), provide a name and phone number for contacting the organizer, and include the following sentence:

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