



A. K. Smiley Public Library

Assembly Room Use Policy

- The Assembly Room is designed primarily for Library programs and meetings such as, but not limited to, Youth Services Story Times, Special Collections lectures, the Adult Literacy Program and Smiley Heritage Tours.
- Second priority will be given to adjunct organizations that serve the Library's educational mission such as the Friends of the Library, the Redlands Historical Museum Association, the Watchorn Lincoln Memorial Association, the Inland Empire Civil War Roundtable, the Redlands Area Historical Society and the Fortnightly Club.
- Third priority will be given to other city of Redlands governmental uses such as public meetings and departmental training sessions.
- After the above priorities have been satisfied, the Assembly Room is available for rental by outside groups on a nonrecurring basis. As determined by the Board of Trustees of A.K. Smiley Public Library on April 12, 2022, the rental rate shall be \$50 per hour for Redlands based 501(c)3 organizations and \$100 per hour for all other users.
- Approval for use of the Assembly Room will be handled by the Library Director's Office.
- Organizations or individuals using the Assembly Room cannot charge a fee for the event(s) or solicit clients during the event(s).
- Organizations that serve the educational mission of either the A.K. Smiley Public Library or the Watchorn Lincoln Memorial Association and in which either the Library Director or the Archivist / Curator serve as a member of that organization's Board of Directors, will not be charged a rental fee. This waiver will only be in effect as long as one of the two positions listed above serve as a member of that organization's Board of Directors.
- Group/Room Requester agrees to provide the Library a \$250 security/cleaning deposit on a separate check. This fee is fully refundable if the property at the conclusion of the rental is in the same condition it was prior to the onset of the rental.
- Amplified music that would disturb other library areas, as well as the use of alcoholic beverages and smoking or vaping products are prohibited.

INSURANCE REQUIREMENTS

- The City of Redlands requires all third parties / vendors to carry comprehensive general liability insurance. One Million Dollars (\$1,000,000.00) Per Occurrence and two million dollars (\$2,000,000) aggregate shall be in force.
- The City of Redlands requires all third parties / vendors to carry Worker's Compensation and Employer's Liability insurance in the amount that meets the statutory requirement shall be in force.
- The City of Redlands must be named as an Additional Insured and specify that the insurance is primary and non-contributing to any insurance maintained by the City.
- Endorsements must be attached to the Certificate.
- Event Name, Date, and Location should be noted in the Certificate's Description field.
- Renter shall instruct their insurance agent/broker to furnish a properly executed Certificate of Insurance to Library Administration for review of compliance with these requirements. Submission MUST be made at least 10 Days Prior to Event.
- **Prior written notice must be provided to Library Administration for any modifications or cancellations to the insurance Certificate.**

Revised 5/22/2024