

SANTA BARBARA COUNTY GENEALOGICAL SOCIETY

**316 CASTILLO STREET
SANTA BARBARA, CA 93101
(805) 884-9909**

LIBRARY USE AGREEMENT

The Santa Barbara County Genealogical Society (SBCGS) welcomes groups and individuals of the community to use the Sahyun Library Building.

APPLYING FOR USE OF BUILDING OR ROOM

Two meeting rooms are available for use and can be reserved individually. The kitchen, bathrooms, and outdoor patio and garden space are also available for use during the meeting. The Jackson Community Room (classroom) has meeting space for 35 people; the John Woodward Reading Room has space for 10 people. All requests for use of the library building shall follow this procedure:

- A. Fill out and submit a reservation form, found on the SBCGS website to the Library Director at sahyunlibrary@sbgen.org.
- B. The Library Director will check the calendar to make sure a room is available. Library and Society activities take priority over meetings of outside groups.
- C. Upon approval, the organization will receive an invoice via email for use of the facility, payable by the date of the meeting.

GENERAL RULES FOR BUILDING AND MEETING ROOMS

- A. During open library hours, the kitchen and bathrooms are available to library patrons and volunteers and are therefore not exclusive to an outside group.
- B. Wifi is available for the group to use. Access will be given upon approval of the meeting and payment.
- C. The library collection spaces and reading room/computer lab are not available for groups to use.
- D. Groups or individuals may use only that part of the facility for which approval has been granted. Classroom doors may be opened to the patio.
- E. All meetings must take place during open library hours, unless a SBCGS member attends the meeting, in which case, the meeting may take place during days and times in which the library is usually closed to the public. The library is open Tuesdays and Thursdays from 10:00 - 4:00 and Sundays from 1:00 - 4:00. The library is also open the 3rd Saturday of the month from 1:00 – 4:00.
- F. All groups or individuals are responsible for setting up their meeting space and restoring tables and chairs as they found them.

- G. Kitchen appliances, including the coffeemaker, tea pot, microwave, and oven, may be used. Please turn off all appliances before you leave.
- H. Refreshments may be served. Alcohol is not permitted in the buildings or on the grounds unless approved in the applicant's use agreement.
 - Applications that include the use of alcohol must be submitted at least two weeks prior to the date of the meeting. If alcohol use is approved, the applicant must submit proof of insurance, naming SBCGS as additional insured.
 - Food and beverages may not be served or consumed in the library collection spaces and reading room/computer lab.
- I. Smoking is not permitted in buildings or anywhere on the property.
- J. Fees incurred by the Society related to the applicant's use of the facilities will be passed on to the applicant.

CLEAN-UP

- A. All rooms must be left as found and in a clean and orderly condition. All tables, chairs, decorations, etc. used by groups or individuals must be returned to their proper storage areas or removed from the facility.
- B. Restrooms must be left neat and orderly. Please promptly report any plumbing problems.
- C. All food and drinks must be removed from the building after the meeting. Do not leave anything in the refrigerator.
- D. Kitchen counters and sinks must be cleaned, and all utensils must be cleaned and returned to their proper storage area.
- E. All trash must be placed in the trash cans and recycle cans outside located in the enclosure adjacent to the yellow garage building.
- F. All windows and doors must be closed and locked and all lights must be turned off.
- G. If after normal business hours, the SBCGS member in charge is responsible for opening and closing the gate and arming the building after the meeting is over.

DAMAGES

- A. Damage to SBCGS property will be the responsibility of the group utilizing the facility at the time of loss. Damage must be reported in writing to the Library Director within 24 hours of the event. Cost of repairs or replacement is the sole responsibility of the group renting the facility.
- B. Authorized individuals or groups shall agree to comply and accept all of the above policies and rules pertaining to the use of SBCGS property. Any violation of said policies, rules and regulations shall be cause for event cancellation and immediate departure from the property.

Approved by the Board of Directors September 14, 2023

9/14/2023/kr

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FEE SCHEDULE FOR LIBRARY BUILDING ROOM RENTAL

John Woodward Reading Room (10 people maximum)	\$35
Jackson Community Room (35 people maximum)	\$50

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