



STAFF REPORT

To: Board of Trustees

Date: April 21, 2026

From: City Librarian

Subject: Main Library -- Updated Room Use Policy

RECOMMENDATION

Staff recommend Board review and approve the updated Main Library Room Usage Policy and pertaining documents provided.

BACKGROUND

In October of 1997, the Main Library rebuild was dedicated by the City Council. At that time, the Lane Community Room was new with state-of-the-art technology, and its use by outside groups was limited depending on their needs. More importantly, however, use was restricted based on the needs of the library and, occasionally, the needs of other City departments. Prior to the remodel, the library had never had such a large and well-appointed space for programming and events. Since 1997, there have been many iterations of a community room policy using phrases such as "As a tax supported meeting space, all meetings must be open to the public. The Lane Community Room should be used for Library and City sponsored programs. Non-profit, civic, educational, and cultural organizations are welcome to use the Lane Room based on availability." This standard has been the norm at the Main Library for many decades because meeting space was limited. At the time, it was considered the "Jewel of Burlingame," much as the current Community Center is considered today's popular new event space. However, the 2015 Library renovation and the addition of four separate study rooms and a medium-sized meeting room have created more opportunities to use these spaces in ways that reflect the interests and needs of the community and relieve some of the pressure from the Lane Room calendar of former years. Additionally, the use of Zoom meetings and events has also contributed to this discussion.

DISCUSSION

Currently, the policies and processes for room uses and rentals at the Main Library and the Community Center are fundamentally misaligned. In addition to the background noted above, other factors for this policy update to the Library's Room Policies are to align Library Room Policy with Community Center Room Policy for both liability reasons and for to provide clarity for the public with regard to rental processes and procedures. The following table highlights some of the disparities the two departments currently have in their room rental processes:

	Room required to be open to public	Requires event insurance	Allows public and private events	Requires security deposit	Renter can charge for private event
Main Library	Yes	No	No	No	No
Community Center	No	Yes	Yes	Yes	Yes

These changes will not affect Library events or events held in Library-adjacent rooms, such as the Spring and Fall Library Foundation Book Sale. The Library will retain the right of first refusal based on its priority calendar and the responsibilities of the Library Board of Trustees and Library Foundation. While these changes give room renters greater flexibility in the types of events they may host, renters will also be required to purchase event insurance and take on greater responsibility for their events.

FISCAL IMPACT

Some fees have been added to the upcoming Master Fee Schedule. Room rates will remain the same for the time being until the planned Lane Community Room renovation is complete. Room rates will be reassessed at that time.



Burlingame Public Library Contract for Facility Rental

480 Primrose Rd. | Burlingame, CA 94010 | Phone: 650.558.7400 | Fax: 650.696.7212

Proof of residency is required for the Burlingame Resident or Non-Profit Rates

Verified by staff:

RENTERS INFORMATION		NON-PROFIT INFORMATION		
Name:		Is your organization a 501c3? Yes* <input type="checkbox"/> No <input type="checkbox"/>		
Organization/Company:		EIN #		
Address:		*If yes, all payments must be made by the non-profit.		
City	Zip Code:	Is this a fundraiser? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Phone #:	Phone #:	Is the event open to the public? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Email:		Is there a charge for admission? Yes <input type="checkbox"/> No <input type="checkbox"/>		
EVENT INFORMATION				
Room/areas requested:				
Event date:		Estimated attendance:		
Event hours (includes set-up/clean up)				
Start:		End:		
CATERING INFORMATION				
Will a commercial caterer be used? Yes <input type="checkbox"/> No <input type="checkbox"/>		If yes, please complete information below:		
Caterer's Name:		Phone #:		
AMOUNT DUE				
Deposit and full payment due:	Date due:	I acknowledge that the security deposit will be returned to:		
\$				Name:
Notes:				Address:
		Initials:		
MULTI-USE RENTALS				
Dates	Times	Rooms	Fees	

Rules and Regulations The Applicant agrees to indemnify, defend, and hold harmless, the City, its officers, employees, agents, and volunteers, against any claim, demand, suit, judgment, loss, liability or expense of any kind, including attorneys' fees and administrative costs, on account of personal injuries, exposure to or infection by COVID-19, or damages to property, arising out of or resulting in any way, in whole or in part, from the Applicant's use, or the Applicant's employees', agents', invitees' use or occupancy of City facilities arising from this Facility Contract. I hereby certify that I have read the Rules and Regulations for Rental & Use of Parks & Recreation Department Facilities, and that my activity described in this contract will abide by these rules, including adhering to all State, County, and Local Health Department guidelines. I also realize that the facility contract Facility Contract is granted with the understanding that the Burlingame Parks & Recreation Department has the right to cancel the contract if the agreed-upon facility is needed for a city-sponsored event or when the City believes cancellation is necessary due to the pandemic. I, undersigned, hereby certify that I will be personally responsible on behalf of the Applicant for any damages sustained by the facility, furniture or equipment occurring through the occupancy or use of said facility by the Applicant.

Signature	Date	City Staff	Date
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Burlingame Public Library Rental Policies

We are excited to have your event in our Library. The following policies have been developed to ensure an easy and pleasant rental experience. If you have questions about any of the policies, please contact Library staff.

GENERAL RENTAL INFORMATION

1. The renter must provide acceptable photo identification and proof of address. The renter must be at least 21 years of age and be present during the entire reserved event.
2. Reservations can be made up to 45 days in advance and no less than 7 days before the event.
3. Children must be supervised at all times. On site staff do not supervise children.
4. All exits and exit signs are to be kept clear and unobstructed at all times.
5. Available rental times are from 10 am until 15 minutes before closing depending on the day of week.
6. The facility will not be open earlier than the rental start time. The renter must rent enough time for all necessary rental preparation including clean-up.
7. The facility is not available to store items either before or after the event. Any items rented from an outside vendor must be picked up immediately after the event unless approved by the facility supervisor prior to the event. Staff is not allowed to move any rental items. The City of Burlingame is not responsible for items left overnight in the building.
8. Caterers, vendors, or rental members will not have access to the facility before your contracted rental time.
9. All City facilities are non-smoking. (Municipal Code 8.18.030).
10. Staff will ask the renter to lower the music volume if it is too loud. If the volume is not lowered after two notifications, the police will be notified, and the event may be canceled without a refund.
11. If the event type entered on the application and permit does not accurately represent the function, the event may be canceled without a refund, and the entire security deposit will be forfeited.
12. Any event considered dangerous, a disturbance of the peace, or endangering public property is subject to closure without a refund of the rental fee or security deposit.
13. If you are charging an entry/participation fee, confirm whether the event is eligible with the Library Administration staff before reserving. The permit holder is responsible for event registration and collection of event registration fees.
14. All amenities are subject to be unavailable or inoperable. All efforts will be made to offer a substitution for any items unavailable. Refunds will not be provided should this occur.
15. The City of Burlingame is not responsible for the loss of individual property or accidents.
16. The permit holder and guests must abide by any current applicable laws, mandates, or City policies pertaining to the use of the facility, including guidance from the Health Department.
17. Community Center staff must be treated in a courteous and respectful manner. Any mistreatment such as; screaming, insulting or physical intimidation, may result in immediate cancellation of event and forfeiture of deposit. No refund will be given.
18. The permit holder is responsible for their event guests and behavior.
19. If at any point the police department is contacted due to the event or its guests not adhering to Library staff requests, it may result in immediate cancellation of event and forfeiture of deposit. No refund will be given.

Initial _____

INSURANCE REQUIREMENTS

Unless a waiver is made by department management, proof of insurance is required and must include the City of Burlingame as additionally insured. Insurance Certificate must be on file 2 weeks **PRIOR** to event date or it will be cancelled. Required verbiage and amount listed below.

The City of Burlingame, Its Officers, Employees, and Agents

**480 Primrose Rd
Burlingame, CA 94010**

Required Amount

\$1,000,000 per occurrence

\$2,000,000 aggregate

INITIAL _____

SECURITY DEPOSIT AND CHARGES

1. The security deposit and rental fees are due at the time of the reservation.
2. Security deposit refunds will be made after the permit date and may take up to 30 days to be processed.
3. The security deposit may be refunded, all or in part, depending upon the condition of the facilities following the activity, the time the facility is vacated, additional custodial services required, and any other damages that may be incurred.
4. Excessive trash or damages will result in an additional charge and will be deducted from the security deposit. Any and all violations of the rental agreement may result in the partial or full loss of the security deposit.
5. If the rental exceeds the permitted time, the renter will be charged double the hourly rate for the exceeded time, and the sum will be deducted from the security deposit or billed if it exceeds the security deposit.
6. Rental charges begin when the facility is open for setup and conclude when event teardown and cleanup are complete and the renter exits the facility.
7. Damage to a facility may be considered malicious mischief and will be prosecuted to the full extent of the law (California Penal Code § 594). The renter may be held responsible for any damages caused by the renter or renter's group. A minimum fee of \$50 per occurrence will be charged for damage done to City property.

Initial _____

CHANGES AND CANCELLATION POLICY

1. Any amendments to the original permit should be requested at least 30 days before the rental date. Amendments requested less than 30 days before the rental date may not be guaranteed.
2. The cancellation policy is effective once a rental permit is generated.
3. Cancellations made at least six (6) months before the date of the event will receive a full refund of the deposit, minus a \$20 processing fee.
 - a. Cancellations made between three (3) and six (6) months before the date of the event will receive a refund of the deposit, minus 10% of the total rental fee and a \$20 processing fee.
 - b. Cancellations made between one (1) month and three (3) months before the date of the event will receive a refund of the deposit, minus 25% of the total rental fee and a \$20 processing fee.
 - c. Cancellations made less than one (1) month before the date of the event will receive a refund of the deposit, minus 50% of the total rental fee and a \$20 processing fee.
 - d. Cancellations made less than two week before the event date will not be refunded, including the deposit.
4. If the renter changes the date of the event, the cancellation policy will be applied using the original reservation date.
5. All cancellations must be submitted in writing. Cancellation notifications can be sent via email to bpladmin@plsinfo.org.

Initial _____

ALCOHOL POLICY

1. Alcoholic beverages are not to be served or consumed. Any group bringing alcohol into an event or library area will automatically result in forfeiture of the event security deposit and cause the event's immediate cancellation.
2. No underage drinking will be tolerated and will cause the immediate cancellation of the event and forfeiture of the event security deposit.

Initial _____

CLEANUP REQUIREMENTS

1. The facility must be returned to the same condition as before the rental.
2. The renter must remove all decorations and rental equipment, clean all spills on the floor and furniture, and bag all debris and garbage, which must be placed in the dumpster in the parking lot.
3. If a kitchenette area is included in the rental, the renter must clean the countertops, microwaves, and floor. Renter is responsible for bringing their cleaning supplies. All supplies must be scratch-free to prevent damage to appliances and surfaces.
4. All food and beverages must be removed from the refrigerator/freezer, and sinks must be free of dishes and all food debris.
5. Garbage bags will be provided by staff upon request.
6. Janitorial service covers basic cleaning related to ongoing maintenance of the facility. The renter is responsible for all event cleaning.
7. A final walk-through will be completed by staff at the end of the rental.

Initial _____

BUILDING SETUP AND DECORATIONS

1. A completed room setup sheet must be submitted to the Burlingame Public Library Administration office at least one week before the activity.
2. No decorations may be taped to the walls. All decorations must be freestanding.
3. The following items are not permitted: smoke and fog machines, sparklers, rice, confetti and glitter, tape of any kind.
4. No candles or other open flame decorations are permitted. Small number of birthday candles are ok.
5. **Helium balloons are prohibited.** Balloons, such as those used for balloon arch decorations, are permitted but must be removed following the rental. Failure to remove balloons may result in a fee deducted from the security deposit.
6. The City of Burlingame reserves the right to remove any decorations or equipment that could cause damage to a facility or require additional cleaning at any time during the setup or event.

Initial _____



City of Burlingame
Burlingame Public Library
480 Primrose Rd., Burlingame, CA 94010
phone: (650) 558-7400
BPLAdmin@plsinfo.org



Renter's Responsibility Form

I, _____ am aware of the policies and procedures for renting City of Burlingame Library facilities, as well as my responsibilities as the renter for the Burlingame Public Library spaces.

I understand that I am responsible for the event, guests, guest behavior, equipment used, and all outside contractors that I bring to my event.

I understand that if any rules, regulations, policies, or procedures are broken, or if any damages occur during the occupancy or use of said facilities, I will lose my deposit, may be subject to additional fines, penalties, and damages, and I may lose my status to rent City of Burlingame facilities for future events.

As a renter I understand:

- The cancellation policy: Cancellations made at least six (6) months before the date of the event will receive a full refund of the deposit, minus a \$20 processing fee.
 - a. Cancellations made between three (3) and six (6) months before the date of the event will receive a refund of the deposit, minus 10% of the total rental fee and a \$20 processing fee.
 - b. Cancellations made between one (1) month and three (3) months before the date of the event will receive a refund of the deposit, minus 25% of the total rental fee and a \$20 processing fee.
 - c. Cancellations made less than one (1) month before the date of the event will receive a refund of the deposit, minus 50% of the total rental fee and a \$20 processing fee.
 - d. There are no refunds for event cancellations on the day of the rental.
- I am the contact person for the event, and will act as a liaison for any communication between the caterer, event planner, outside contractors or my guest(s) and the Burlingame Public Library.
- I cannot misrepresent the purpose of my event, and if I do so, I may lose my deposit and ability to rent the facility in the future.
- I cannot serve alcohol. If alcohol is found at my event, the police will be called, and my event will be shut down with no refund.
- I will review the check-in form at the start of my rental time with the Library Admin.
- I must clean the tables and chairs and pick up any trash on the floor.
- I must pick up trash in any areas that are included in my reservation or that my party has immediate access to (patios, balconies etc.)

Signature

Date



Special Event Insurance

Insurance Requirements

Unless a waiver is made by department management, proof of insurance is required and must include the City of Burlingame as additionally insured. Insurance Certificate must be on file two (2) weeks **PRIOR** to event date or it will be cancelled. Insurance certificate must be under the name of the renter and include the actual event date. Company policies may only be used for company sponsored events.

The City of Burlingame, Its Officers, Employees, and Agents

480 Primrose Rd

Burlingame, CA 94010

Required Amount

\$1,000,000 per occurrence

\$2,000,000 aggregate

The list below is provided as a resource for Facility Renters. **None** of the companies listed below are endorsed by the City of Burlingame. Renters are encouraged to search for companies that best suit their needs.

- One-Day Event Insurance

<https://www.onedayevent.com/>

- Geico

<https://www.geico.com/event-insurance/>

- Progressive

<https://www.progressive.com/special-event-insurance/>

- Special Event Insurance

<https://www.specialeventinsurance.com/>

- Event Helper

<https://www.theeventhelper.com#mg4Rmj>