



San Diego County Public Law Library

www.sdcpll.org

Conference Room Policy

Purpose The purpose of this policy is to govern the use by the public of the conference rooms at this library in accordance to the Vision and Mission Statement of the San Diego County Public Law Library.

Effective date **May 2, 2009**

- Policy regarding public use**
1. Conference rooms must be used for legal purposes only, e.g. attorney-client conferences, depositions and arbitrations.
 2. Active account holders of the SDCPLL in good standing may use the rooms at no charge, but must reserve the rooms at least 24 hours in advance.
 3. Non-members or inactive members of the SDCPLL must pay \$25 per hour at least 24 hours in advance of the reserved time. This charge is non-refundable.
 4. SDCPLL members with blocks on their accounts due to fines must bring their accounts current prior to reserving a conference room.
 5. Partial hours are charged as a full hour.
 6. The rooms are available only during the library's open hours, and up to 15 minutes before the library closes.
 7. A \$100 deposit is required to cover any cleaning or damage to the room. Library staff will inspect the room prior to and after its use. If the room is not left as found, the party forfeits the entire \$100 deposit.
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This Conference Room Policy has been approved by the San Diego County Public Law Library Board of Trustees at a regular meeting on May 2, 2009.


Judge Julia Craig-Keety
President of the Board of Trustees


Robert E. Riger
Secretary to the Board of Trustees

Note: This Conference Room Policy supersedes the "Policy and Procedures on Pioneer Room Access" dated Feb. 19, 2003 and all other policies governing public use of conference rooms at this library.