





SOUTH PASADENA PUBLIC LIBRARY



APPLICATION FOR USE OF THE LIBRARY COMMUNITY ROOM

Community Room Address: 1115 El Centro Street, South Pasadena, CA 91030 (626) 403-7330

Library website: www.cityofsouthpasadena.us/library

Organization (or individual) _____ Date of Application: _____

Purpose of Proposed Use _____ Expected Attendance: _____

Date(s) of event _____ Time: _____ to _____

Contact person (Individual coordinating use) _____

Mailing Address _____ City, State, Zip _____

Business or Cell phone: () _____ Home: () _____

E-mail address: _____

If physically challenged people are attending when the library is closed, prior arrangements must be made with Library Administration.

(FEES ARE BASED ON A THREE HOUR MINIMUM EXCEPT FOR FILMING ACTIVITIES WHICH ARE A FOUR HOUR MINIMUM. NO HALF HOURS. ESTIMATED HOURS SHOULD INCLUDE SET-UP AND CLEAN-UP.) Fees are due at least one week before the event. Library restrooms are not available for filming activities.

Check one - hourly rates:

- Local non-profit groups (based in South Pasadena)----\$25/per use
- Non-local/non-profit groups -----\$50/hr.
- Individuals-----\$60/hr.
- Businesses-----\$85/hr.
- All Filming Related Activity-----\$150/hr.

Check all that apply (rental of equipment is priced as "per use"):

- Organization requests:
- microphone -\$25
 - TV/VCR - \$50
 - LCD Projector - \$50
 - slide projector - \$25
 - overhead projector - \$25
 - Laptop Computer - \$50

Check all that apply (use of the following at no charge):

- Organization will use:
- piano
 - display boards
 - serve refreshments
 - decorate the Community Room
 - other _____

TOTAL CHARGES \$ _____

PLEASE READ THE COMMUNITY ROOM POLICY.
A copy of your signed application, checklist, release forms and clean-up list will be returned to you.

The undersigned hereby makes application to the City of South Pasadena for the use of the Community Room premises and certifies that the information given is correct. The undersigned further states that he/she has the authority to make this application and agrees that the applicant will assume all responsibility for any infraction of the rules and regulations as stated in the SOUTH PASADENA PUBLIC LIBRARY COMMUNITY ROOM POLICY. He/she assumes full responsibility for damage to or loss of equipment or furnishings. The undersigned has read and understands the Library Community Room Policy.

APPROVED BY:

Signature/Title of Responsible Party _____ Date _____

City Librarian _____ Date _____

Confirmation letter sent: ___ Yes ___ No Date: _____

Alternative representative name _____ Phone _____

Return completed signed copy to: Library Administrative Secretary South Pasadena Public Library 1100 Oxley Street, South Pasadena, CA 91030 (626) 403-7330/Fax: (626) 403-7331 e-mail: yvaldez@ci.south-pasadena.ca.us	For Office Use Only: <input type="checkbox"/> paid <input type="checkbox"/> not paid <input type="checkbox"/> no charge
--	---

South Pasadena Public Library Community Room Checklist

Please read the checklist below carefully and initial each item. These are some (but not all) of the requirements contained in the “South Pasadena Public Library Community Room Policy”. As the individual signing the application, it is important that you read, understand and share with members of the Organization and with participants of the event all of the requirements listed below and in the complete policy. Failure to comply with these requirements may result in denial of future use of the Community Room for the individual and the organization.

Initial	
	Publicity Disclaimer: Any publicity distributed for this event <u>must</u> include a statement worded as follows, <i>“This activity is not sponsored by the City of South Pasadena or the South Pasadena Public Library”</i> .
	All groups must handle their own set-up and cleanup for the event. This time should be included in the time reserved.
	The room must be left in the same condition as it was found. All furniture must be returned to its original location.
	All spills must be cleaned up immediately and reported to the Administrative Secretary or to the Reference Librarian on duty.
	No admission, registration or membership fee can be charged unless prior agreement is made with the library.
	Fundraising activities generally are not allowed without written permission by the Library.
	No red-based punch or red wine may be served. The only alcohol that may be served is white wine with a standard alcohol percentage. White wine may be served <u>only</u> with prior written consent of the City Librarian. No alcoholic beverages may be sold at any time.
	The individual initialing this list is responsible for knowing the rules governing the facility and for communicating those rules to the group.
	All members of the audience and sponsoring organization must leave the building at the time designated on the application (in all cases, no later than 10:30 p.m.)
	Any violation of this policy may result in denial of the group’s future use of the Community Room.
	To avoid possible cleaning/damage charges, the individual initialing this form should, when the library is open, contact the Reference Librarian on duty <u>after</u> cleanup of the room is completed and ask that the librarian inspect the room and verify the condition by signing the bottom of the cleanup instructions. The Reference Librarian will forward a copy of the signed form to the Administrative Secretary and return the original to the group. When the library is closed before cleanup is completed, staff will inspect the Community Room before opening the next morning and notify the group of any problems that may exist.
	Cleanup instructions received.

USE AGREEMENT:

The undersigned agrees that the individual/group named as applicant will leave the Community Room and furnishings in the condition in which they were found. Applicant further agrees to accept liability for any damage to facility, its furniture or equipment caused by the occupancy of said premises by the individual/organization and to report any such damage immediately to Library Administration or to the Reference Librarian on duty. Applicant understands that a bill will be issued for any damage to the room or furnishings and that the individual/organization will be denied future use of the Community Room until such bill for damages has been paid in full. Repeated damage to the room or furnishings may result in the loss of all future use by the individual and the organization.

Signature

Date

Organization

Trustee’s approved
Revision on 5/11/04
Revision – 8/4/05
Revised 4/22/08
Revised 1/14/2010

**South Pasadena Public Library
Community Room
Release and Indemnification Agreement**

The City's permission to use the Library Community Room (the "Room") is a "lease" per SPMC section 21.18 and is made on the express condition that Applicant and any organization, group, attendee (invited or uninvited), attendees, or persons (cumulatively referred to as the "Organization") using the Room under Applicant's application to use the Room hereby waive and release the City from all liability or loss by reason of injury or damage to person (including, but not limited to, the Applicant or Organization) or property, real or personal, from whatever cause arising out of, from or in connection with the Applicant's and/or the Organization's use of the Library Community Room. Applicant and Organization hereby covenant and agree to indemnify, defend and hold harmless the City, its officers, employees and agents from and against any claim, demand or judgment arising out of, from or in connection with the Applicant's or Organization's use of the Library Community Room including, without limitation, any claimed injury to, or death of, any person (including, but not limited to, the Applicant and any member or members of the Organization) and/or damage to property, personal or real. Furthermore, the Applicant and Organization hereby agree to indemnify, defend and hold harmless the City, its officers, employees and agents from and against any claim, demand or judgment, including without limitation, any claimed injury to or death of, any person (including, but not limited to, the Applicant and any member of the Organization) and/or damage to property, real or personal, arising out of, from or in connection with said use of Community Room facilities including but not limited to the failure of the City to keep the Community Room facilities in good condition and repair.

Applicant and Organization expressly waive all rights under Section 1542 of the Civil Code of California as it now provides or may hereafter be amended. Section 1542 reads as follows:

"A general release does not extend to claims which the creditor does not know or suspect to exist in his favor at the time of executing the release, which if known by him must have materially affected his settlement with the debtor."

Applicant and Organization have inspected and do accept the Community Room facilities in their present condition, and without any representation or warranty by the City as to the condition of such facilities, or as to the use or occupancy which may be made thereof. The City shall not be responsible for any latent defects or change in their condition, or for any damage occurring thereto, or because of the existence of any violation of any state, county, or municipal law.

Date

Name of Applicant (please print)

Signature of Applicant

Name of Representative of Organization (please print)

Signature of Representative of Organization

Name of Organization

SOUTH PASADENA PUBLIC LIBRARY
Community Room
Clean-up Requirements

Each user/group is responsible for returning the Community Room to its original condition before leaving.

- Must leave the facility no later than 10:30 p.m. (excluding official City use).
 - Remove own trash and place in outside waste receptacles where designated.
 - Community Room Equipment borrowed for the event must be turned off and unplugged (when necessary). When using the microphone, make sure the microphone and stand are placed in sound system closet. Turn off system and close door.
 - Inner doors and restrooms should be checked and closed before exiting the building.
 - Lights turned off.
 - Chairs, tables and any other equipment must be returned to their original stored location.
 - Responsible Party assigned to pick up Community Room keys must deposit keys in the wooden KEY RETURN BOX by the light switches at the end of the event after closing, or return keys to the Reference Desk during library hours.
 - Stains, debris or other items left on the carpet must be reported to library personnel following the event or on the next day and may be subject to cleaning charges.
 - Damaged items are to be reported immediately to library personnel following the event or on the next day. Damages will be billed to individual/organization at actual cost to repair or replace.
-

OPTIONAL: If your event is over before the library closes, you may want to take this form to the Reference Desk and ask the librarian on duty to inspect the Community Room and initial this form. The librarian will make a copy of the form for the Administrative Secretary and return the original to you for your records. Please complete all clean-up before going to the desk.

*I have inspected the Community Room and found that _____
(name of organization or user)*
has left the room in acceptable condition.

Staff initials _____ Date _____