

## APPLICATION FOR USE OF LIBRARY COMMUNITY ROOM

Rental Date: \_\_\_\_\_ Day: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
(Inclusive of all set-up and clean-up time.)

Type of Event: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

Non-Profit – 501(c)(3)       Resident       Non-Resident

Organization: \_\_\_\_\_

Booking Contact: \_\_\_\_\_

Phone: (preferred) \_\_\_\_\_ (alternate) \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

On-site Day of Event Contact (if different from Booking Contact):

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

### Equipment / Furniture Requested

Audiovisual System (\$70)       Wired Microphone       Baldwin Piano (\$42)

Chairs (Qty: \_\_\_ )       6' Folding Tables (Qty: \_\_\_ )

*Arrangement of furniture, set-up, and clean-up is the responsibility of the applicant.*

### Event Details

Theater     Classroom     Banquet     Serving Alcohol     Serving Food/Other Beverages

### INSURANCE / HOLD HARMLESS / AGREEMENT TO PAY:

*Attached to this application form, the applicant shall furnish to the City, appropriate certificates of public liability and property damage insurance as determined by the City's current requirements, naming the City as an additional insured under the policy. Such insurance shall be maintained and kept in force during all such times that the applicant uses the aforementioned facilities or any portion thereof. All insurance certificates required above shall provide that such certificates shall not be cancelled or materially changed without at least thirty (30) days prior written notice to the City. The undersigned agrees that they shall indemnify, defend, and hold the City of South Pasadena harmless from all claims, loss, damage, injury, and liability that occurs in or on the grounds of the facility during the applicant's occupation and/ or use of that property. The undersigned additionally guarantees to the payment of all charges named in this permit and to pay the City of South Pasadena for damage done to the property as the result of use of same.*

Applicant will provide required proof of insurance.

Applicant will purchase required insurance through the City of South Pasadena.

**THE UNDERSIGNED HEREBY APPLIES FOR PERMISSION TO USE THE AFOREMENTIONED FACILITY AND CERTIFIES THAT ALL INFORMATION PROVIDED HEREIN OR IN CONNECTION HERewith IS TRUE, CORRECT, AND COMPLETE:**

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## FEES

Fees are charged based on the fee schedule in effect for the date of use. Fees in effect on the application date are subject to change on July 1<sup>st</sup> of each calendar year and the user will be charged any difference between the fee in effect on the application date and the fee in effect on the use date.

*This section to be completed by Library staff*

Rental Date: \_\_\_\_\_ Day: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Booking Contact: \_\_\_\_\_

Prime time rates are in effect Friday 4 p.m. through Sunday 10 p.m.

All rentals require a 2 hour minimum.

### Community Room Rental Fee Category:

Rental Fee: \_\_\_\_\_ (per hour) x \_\_\_\_\_ hours = \_\_\_\_\_

Staff Fee: \_\_\_\_\_ (per hour) x \_\_\_\_\_ hours = \_\_\_\_\_

Audiovisual System: \_\_\_\_\_

Baldwin Piano: \_\_\_\_\_

General Liability Insurance: \_\_\_\_\_

**TOTAL FEES** (due 14 days prior to event date): \_\_\_\_\_

**DEPOSIT** (due with application/reservation): \_\_\_\_\_

### Please return completed and signed application to Sean Faye:

Email: [sfaye@southpasadenaca.gov](mailto:sfaye@southpasadenaca.gov)

Mail: South Pasadena Public Library, 1100 Oxley Street, South Pasadena, CA 91030

Fax: 626-403-7331

### For Office Use Only

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Staff assigned: \_\_\_\_\_

Insurance received/verified.

Entered in calendar.

### Payments

Fee Paid: \_\_\_\_\_ Date: \_\_\_\_\_

Deposit Paid: \_\_\_\_\_ Date: \_\_\_\_\_ Amt. Refunded: \_\_\_\_\_ Date: \_\_\_\_\_

Notes:



## **SUMMARY OF REGULATIONS GOVERNING THE RENTAL OF CITY FACILITIES**

1. The Director, or designee, may grant the use of the facilities in conformity with the law governing the public use of such City of South Pasadena ("City") property.
  - a. Smoking is prohibited in compliance with City Code (SPMC 17.54, 17.56, 17.57).
  - b. The distribution or selling of prepared food in any disposable food service ware made of expanded polystyrene (i.e. Styrofoam) and the distribution of single-use plastic carryout bags is prohibited. Failure to comply with and enforce this ordinance is grounds for forfeiting the deposit (SPMC 16.32, 16.42)
2. Misuse of the premises or its contents and/or disregard of this policy shall be grounds for cancellation of facility usage privileges. Users are responsible for any and all damages to City property or for the loss of property.
3. The City reserves the right to revoke any permit if it should develop later that the same has been obtained through misrepresentation if it is contrary to the rules and regulations of the Library Department, or for any other reasons that such action may be deemed advisable for the best interest of the City.
4. An authorized adult representative of either a user organization or private party must sign all applications. The application, when approved by the Director, or designee, shall constitute a contract between the User and the City. Such contract must be in harmony with the schedule and regulations pertaining to the rental of City facilities.
5. All payment of rental fees under these regulations shall be made payable to the City of South Pasadena, thirty (14) days in advance of the use of the facility. Cancellation of a rental or changing of a confirmed date may result in loss of security deposit if applicable. If facility can be rebooked with a comparable rate (one equal or greater size), then 75% of the client's deposit will be returned. Cancellation thirty (14) days or less prior to an event will result in the loss of the deposit and any rental fees paid.
6. Library Community Room is available between the hours of 7:00 a.m. and 10:00 p.m.
7. City Ordinance allows liquor on the premises (wine, beer, whiskey, etc.) under special conditions. If required, obtain an ABC permit by calling the Department of Alcohol Beverage Control at (626) 256-3241. Alcohol may not be sold or served to minors. Failure to comply, monitor, and enforce this ordinance is grounds for terminating the activity and forfeiting all deposits and fees. Injuries caused to any person or damage to City premises, shall be the sole responsibility of the organization, its sponsor, or the adult representative. Alcohol may not be served or sold during set-up time. Service for any alcoholic beverage must end one hour before the time slated on the contract for the event to end. Alcohol is only permitted in the rented facility. Alcohol may not be served or consumed in parking lots, public patio areas, or outside grounds adjacent to rented facility.

8. If alcohol is served renter must pay fee for additional staff member to be on the premises during the facility rental.
9. The Director, or designee, must approve any and all decorations, which must not damage the facility or City property. No nails are to be used. All decorations must be flame resistant. Fog machines are not permitted.
10. No open flames, including but not limited to, candles, Sterno® or similar canned heat products.
11. At all gatherings of young people, two or more responsible adults must be present at all times. Renter is responsible to supervise children at all times.
12. Persons will not be permitted inside any facility in excess of the established occupancy capacity of said facility.
13. No equipment of any type is to be used or taken from the building.
14. Setup and cleanup are the responsibility of the applicant. Facilities must be left in a satisfactory and clean condition, as determined by Library staff, to receive a deposit refund (if applicable).
15. The facility must be vacated, no later than the scheduled end time, as stated in the contract. All doors must be locked and all lights turned off. If the reservation exceeds the time documented in the facility use agreement, the renter will be charged at the hourly rate for any portion of the first hour after the end time and any additional hours or portions thereof.
16. Any event publicity distributed by the Applicant must include the following statement *“This activity is not sponsored by the City of South Pasadena or the South Pasadena Public Library.”*
17. Emergencies should be reported to the South Pasadena Police Department at 626-403-7297.

**The undersigned has read and understands the Facility Rental Policy as outlined above and in the Library Administrative Policies Manual**

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_