

**ANAHEIM PUBLIC LIBRARY
POLICIES GOVERNING THE PUBLIC'S USE
OF COMMUNITY MEETING ROOMS**

As the libraries are City facilities, priority shall be given to City of Anaheim uses. The meeting rooms are available for public use within the provision of the following policies. Failure to adhere to the policies governing the use of the meeting rooms will result in use privileges being revoked or denied.

1. A completed application along with other applicable paperwork and full payment for use of the room must be received by the library per the attached schedule. Rooms may be scheduled for up to six (6) months in advance. The library reserves the right to levy a special charge for unusual setups and late bookings (see schedule of fees).
2. Pursuant to Resolution 97R-90 prepared by the City Council of the City of Anaheim, a schedule of charges for use of the community meeting rooms has been established.
3. The person signing the application must be at least eighteen (18) years of age and a representative of the group/organization in a position of authority.
4. The Anaheim Public Library reserves the right to pre-empt previously scheduled meetings needed for City use provided forty-eight (48) hours notice of cancellation is given.
5. Permission to serve refreshments in the meeting rooms must be requested at the time of application and only the meeting room equipment can be used. A refundable charge of a \$35.00 cleaning/damage deposit, made out in a separate check to the City of Anaheim, will be required in relation to the request to serve refreshments.
6. Applicants must be willing to accept responsibility for the use of the meeting rooms and for the condition in which they are left and may be held liable for any damages. Users are expected to exercise reasonable care and to leave the meeting rooms in the same condition in which they were occupied. Failure to comply will result in forfeiture of future use. A refundable cleaning/damage deposit of \$35.00 will be charged if the proposed use of the room involves products that could potentially damage the premises such as paint, clay, etc. Additional charges could be assessed if the damage to the room exceeds the \$35.00 deposit. The deposit will be returned if the room is in no worse condition than it was at the time of occupation.
7. No admission fees may be charged, items sold, or fund raising conducted in connection with the use of these rooms.

Applicants must include the following statement on any flyer, news release and at the program itself that "This program is not sponsored by the Anaheim Public Library." This disclaimer must appear in the type of 8 or larger on programs, agendas and on any printed or written advertising for the event.

8. Requests for the use of these meeting rooms will be denied when such use is determined to be contrary to State or Federal law or local ordinance; or when inconsistent with the proper and regular use of the library.

9. Applicants using any meeting room of the Anaheim Public Library more than twice in any given month shall furnish to the City of Anaheim public liability and property damage insurance naming the City as an additional insured in a minimal amount of one million dollars (\$1,000,000) for each and every separate use. The City's Risk Manager is authorized to reduce the requirements set forth herein in the event he determines that such a reduction is in the City's best interest.
10. All applicants using any library meeting room shall be required to personally execute a hold harmless agreement which will protect the City of Anaheim from any and all liability arising from the use and occupancy of the premises.

Failure to comply with these policies will result in forfeiture of future use. Additional charges could be assessed if the damage to the room exceeds the deposit.

Approved by Resolution No. 82R-411
At City Council meeting August 10, 1982

Revised by Resolution No. 85R- 76
At City Council meeting February 12, 1985

Revised by Resolution No. 92R-133
At City Council meeting June 16, 1992

Revised by Resolution No. 94R-225
At City Council meeting September 20, 1994

Revised by Resolution No. 97R-90
At City Council meeting June 17, 1997

Rev 02/22/01 tg

P:\POLPROC\MtgRmpo 12 .doc

APPLICATION FOR THE PUBLIC'S USE OF ANAHEIM PUBLIC LIBRARY COMMUNITY MEETING ROOM FACILITIES

Request for use of _____ Number of Rooms _____
(Specify location)

The Anaheim Public Library reserves the right to pre-empt previously scheduled meetings as needed for City use provided 48 hours notice of cancellation is given. The Anaheim Public Library reserves the right to levy additional charges for any special or unusual setup and late bookings (see schedule of fees). No admission fees may be charged, items sold, or fund raising conducted in connection with the use of the meeting rooms. Reservations may be made up to 6 months in advance. Refunds will not be available unless a notice of cancellation is received by the library per the attached schedule. Requests for the use of these meeting rooms will be denied when such use is determined to be contrary to State or Federal law or local ordinance; or when inconsistent with the proper and regular use of the library. Applicants must execute the hold harmless agreement provided by the City.

Groups may be required to provide proof of liability and property damage insurance naming the City as an additional insured. Applicants using any meeting room of the Anaheim Public Library more than twice in any given month shall furnish to the City of Anaheim public liability and property damage insurance naming the City as an additional insured in a minimal amount of one million dollars (\$1,000,000) for each and every separate use. The City's Risk Manager is authorized to reduce the requirements set forth herein in the event he determines that such a reduction is in the City's best interest.

Applicants must include the following statement on any flyer, news release and at the program itself that "This program is not sponsored by the Anaheim Public Library." This disclaimer must appear in type of 8 point or larger on programs, agendas and on any printed or written advertising for the event.

_____ Initials of applicant

Arrangements for serving light refreshments may be made. A separate check for a refundable cleaning/damage deposit of \$35.00 will be required if refreshments are served.

Name of Organization _____

Applicant's Name _____ Telephone: Home: _____
Work: _____

Address: _____ Zip Code: _____

Date(s) of event: _____

Note: Attach schedule if request is for more than a single use.

Hour: Between _____ a.m. _____ a.m.
_____ p.m. _____ p.m.

Refreshments requested no ____ yes ____ Coffee setup for _____

Nature of event (explain fully) _____

I, the undersigned, am at least eighteen years of age and a representative of the group/organization in a position of authority. On behalf of the above-mentioned organization, I do hereby agree that we will abide by the policies governing the use of this facility as set forth on this application, and all others as set forth by the City Council, and will specifically accept responsibility for any damage to the facility, furniture or equipment caused by the occupancy of said premises by our organization. Failure to comply with these policies will result in forfeiture of future use. Additional charges could be assessed if the damage to the room exceeds the \$35.00 deposit.

Please make checks payable to the City of Anaheim

Total Charges \$_____

I have received a copy of the *Policies Governing the Public's Use of Community Meeting Rooms*.

Signature: _____

Date: _____

mtgrmApp2

HOLD HARMLESS AGREEMENT

In consideration for being permitted to use the meeting room # _____ at _____ Library, the undersigned hereby agrees to indemnify and hold harmless the City of Anaheim, its officers, employees, agents and representatives for any and all damage to property or for injury to or death of any person including the undersigned and from any and all claims, demands, actions or proceedings of any kind whatsoever, arising out of or caused from the use of this library facility or any part thereof, whether such claims, demands, actions, or liability are caused by the undersigned, its officers, employees, agents, representatives, or members or other persons entering upon or using said premises or part thereof or by the City of Anaheim, its officers, employees, agents or representatives.

The undersigned also agrees, at his own cost, expense and risk, to defend the City of Anaheim its officers, employees, agents and representatives in any and all claims, demands, actions, suits or legal proceedings which may be brought or instituted against the City of Anaheim, its officers, employees, agents or representatives.

Name

Address

California Drivers License

**THIS FORM VOID UNTIL PROPERLY FILLED OUT BELOW AND SIGNED
BY AUTHORIZED LIBRARY DEPARTMENT PERSONNEL**

Approved: _____ Disapproved: _____

Reason if disapproved:

Number of rooms _____ @ _____ = \$ _____

_____ @ _____ = \$ _____

Additional Charges _____ @ _____ = \$ _____

TOTAL ADVANCE PAYMENT REQUIRED

Note: If other expenses occur, not covered on attached page, charges will be made accordingly.

Advance Payment Received _____ Amount: \$ _____

DEPARTMENT AUTHORIZED AGENT:

ANAHEIM PUBLIC LIBRARY

REQUEST TO USE THE CENTRAL MULTIPURPOSE ROOM FACILITIES

Name of Group: _____

Requested for: Day: _____ Date: _____ From: _____ a.m. / p.m.

Until: _____ a.m. / p.m.**

** Meetings must end 15 minutes prior to the library's closing

Requested by: _____ Date: _____

PLEASE MAKE A CHECK MARK (✓) BESIDE EACH ITEM REQUESTED

<input type="checkbox"/> Tables	# needed	<input type="checkbox"/>	<input type="checkbox"/> Easel	<input type="checkbox"/> Piano & bench
		*Please use <input type="checkbox"/>		
<input type="checkbox"/> Chairs	# needed	<input type="checkbox"/>	<input type="checkbox"/> Easel pad	<input type="checkbox"/> Projection table
		*Please use X See below		
<input type="checkbox"/> Screen			<input type="checkbox"/> Extension cord	<input type="checkbox"/> Other (specify below):
<input type="checkbox"/> LCD --	Fee		<input type="checkbox"/> Flags	_____
<input type="checkbox"/> Projector	\$10.00		<input type="checkbox"/> Lectern	_____
<input type="checkbox"/> Overhead	Fee		<input type="checkbox"/> Microphone	_____
<input type="checkbox"/> Projector	\$10.00			
<input type="checkbox"/> Coffee -	\$5.00	\$10.00		
	10 cups	20 cups		

MAXIMUM OCCUPANCY FOR ROOMS

<u>Room 1</u>	
Performance use:	25 seats
Assembly use:	75
Classroom use:	35 seats w/ tables

<u>Room 1 & 2</u>	
Performance use:	115 seats
Assembly use:	180
Classroom use:	82 seats w/ tables

<u>Room 1, 2 & 3</u> Library Use Only	
Performance use:	205 seats
Assembly use:	270
Classroom use:	126 seats w/ tables

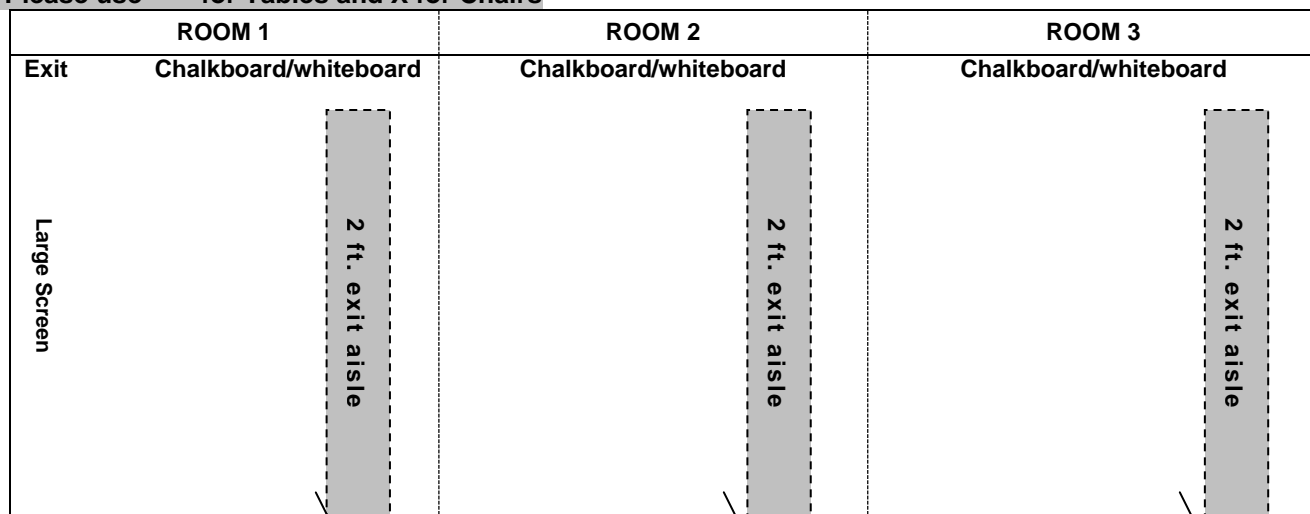
Room 2: Not to exceed 49

Any two rooms: Not to exceed 180 seats

Room set up

Not to exceed 82 seats w/ tables

*Please use for Tables and X for Chairs



For Office Use Only:

Set-up pages: _____

Special instructions: _____

Date: _____ Time: _____

Approved by: _____ Date: _____