

**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

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# COMMUNITY MEETING ROOM USE CENTRAL LIBRARY

A N A H E I M P U B L I C L I B R A R Y

Effective September 19, 2018

- A paid reservation application may be accepted up to 6 months prior to date requested.
- Full payment must be received at least seven (7) days in advance of the reserved date(s). The library is unable to accommodate requests received less than seven (7) working days in advance.
- Refunds will not be made unless a notice of cancellation is received by the library no less than seven (7) days prior to the scheduled date. Refunds may take several weeks to process.
- A separate check for a refundable cleaning/damage deposit of \$35.00 is required if any refreshments are served.

Booking fee (all groups, for scheduling and paperwork) .....	\$10.00 first meeting
.....	\$25.00 two or more meetings
Set up fee (all groups) .....	\$23.00 per room
Meeting Notice in Library.....	\$5.00 per meeting
Signage in library on day of meeting providing meeting information and location	

## Room Rental Rates (per room, up to a 4-hour period)

Non-profit, charitable 501(c)(3), Anaheim based .....	\$ 0
Non-profit, charitable 501(c)(3), non-Anaheim based including government agencies	
One (1) room used .....	\$ 20.00
Two (2) rooms used .....	35.00
Three (3) rooms used.....	46.00
For profit with Anaheim business license	
One (1) room used .....	\$ 52.00
Two (2) rooms used .....	63.00
Three (3) rooms used.....	75.00
For profit (non-Anaheim business license)	
One (1) room used .....	\$ 69.00
Two (2) rooms used .....	92.00
Three (3) rooms used.....	115.00

## Other Fees

Coffee set up	
Initial 10-cup pot .....	5.00
Additional pots .....	5.00
Use of Library Technology (Laptop/Projector/Video Conferencing) .....	10.00
Piano Rental.....	20.00

**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: \_\_\_\_\_

## 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.

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Name

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Address

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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.

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_

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

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Tables # needed _____ | <input type="checkbox"/> Extension cord   | <input type="checkbox"/> Overhead projector           |
| <input type="checkbox"/> Chairs # needed _____ | <input type="checkbox"/> Flags            | <input type="checkbox"/> Coffee: # of cups _____      |
| <input type="checkbox"/> Screen                | <input type="checkbox"/> Lectern          | <input type="checkbox"/> Other (specify below): _____ |
| <input type="checkbox"/> TV/VCR                | <input type="checkbox"/> Microphone       | _____   |
| <input type="checkbox"/> Easel                 | <input type="checkbox"/> Piano & bench    | _____   |
| <input type="checkbox"/> Easel pad             | <input type="checkbox"/> Projection table | _____   |

### MAXIMUM OCCUPANCY FOR ROOMS

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

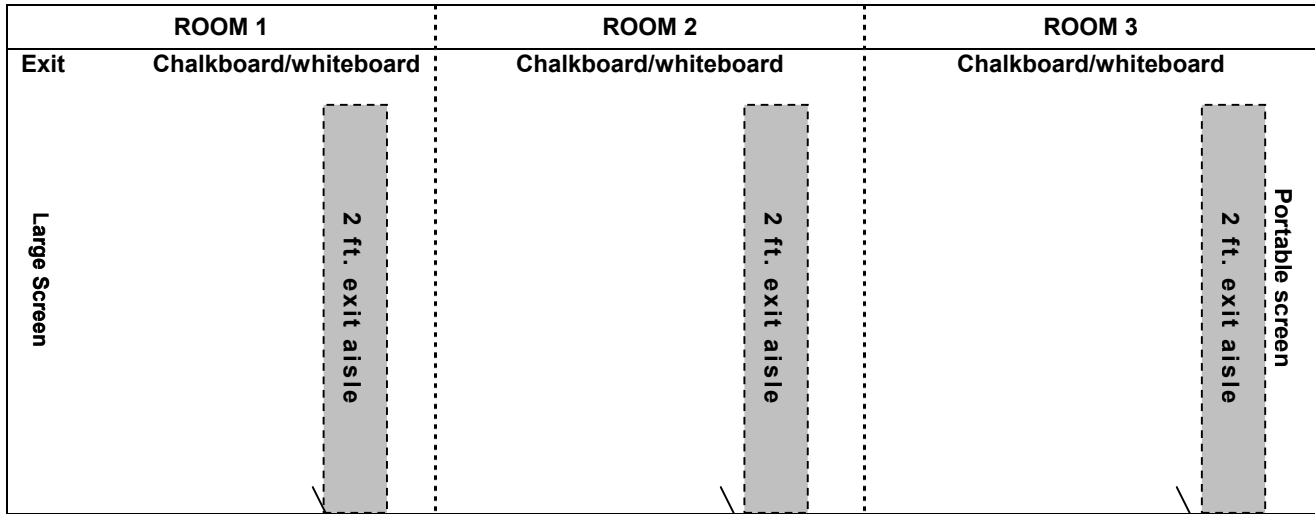
Room 1 & 2	
Performance use:	115 seats
Assembly use:	180 seats
Classroom use:	82 seats w/ tables

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

Room 2: Not to exceed 49

Any two rooms: Not to exceed 180 seats

Not to exceed 82 seats w/ tables



For Office Use Only:

Set-up pages: \_\_\_\_\_

Special instructions: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

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