



# CITY OF WHITTIER LIBRARY FACILITY APPLICATION



## APPLICANT INFORMATION

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

Applicant Full Name: \_\_\_\_\_

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

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_

(Cell) \_\_\_\_\_ (Work) \_\_\_\_\_

E-Mail \_\_\_\_\_

Check one:

For-Profit

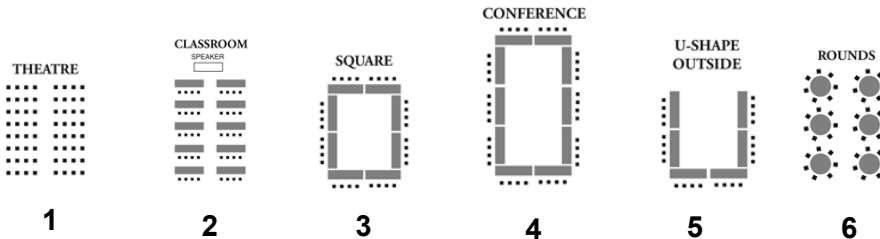
Non-Profit\*

\*Provide proof of status

## (Check requested facilities)

CENTRAL LIBRARY	WHITTWOOD BRANCH LIBRARY	Library Building Facilities	FEES
Community Room	Community Room	For-Profit Org. meetings	\$90 per hour (min. 2 hours)
Kitchen	Kitchen	Non-Profit Org. meetings	\$25 per hour (min. 2 hours)
Audio/Visual	Audio/Visual	Set up fee	\$25
		Breakdown fee	\$25
		Kitchen use fee	\$30
		Audio/Visual fee	\$30
		Library Staff in attendance	\$25 per hour per staff member

## Room Set Up (select one):



1. Theatre
2. Classroom
3. Square
4. Conference
5. U-Shape Outside
6. Rounds
7. Other: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Event Time: From: \_\_\_\_\_ To: \_\_\_\_\_ Event Contact: \_\_\_\_\_

Setup Time (if necessary) \_\_\_\_\_ Clean up Time: \_\_\_\_\_

Type Of Activity: \_\_\_\_\_

Expected Attendance: (Youth) \_\_\_\_\_ (Adult) \_\_\_\_\_

Organization/Participants agrees to defend, indemnify and hold harmless the City, its officers, agents, employees, and volunteers for any loss, damage, claim, injury, cost or expense, including attorney's fees from any and all willful or negligent acts that may arise out of the organization's/participant's use or occupancy of the city's facilities.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

-----office use only-----

Date Received \_\_\_\_\_ Staff Signature \_\_\_\_\_

## **Community Room Policy** \*For a complete list of Rules and Policies visit [Whittierlibrary.org](http://Whittierlibrary.org)\*

The Whittier Public Library makes its meeting rooms available for community use at Central Library and Whittwood Branch Library. These community rooms are managed according to City and state laws governing protection of public property and fire safety. These rooms are managed by the library administration. Use is granted on an equal basis to all groups in accordance with the American Library Association Bill of Rights.

### **The library meeting rooms are NOT available for:**

- Purposes prohibited by City ordinance, county, state, or federal law
- Direct solicitation of customers or clients, or for gathering of personal information such as name, telephone number and address for the purpose of future solicitation.
- Direct sales
- Any activity which, in the opinion of the Library Services Director or designee may cause undue disruption to the peaceful operation of the library.
- Partisan politics, sectarian, or religious services.

An approved application is required for all groups and organizations desiring to use the meeting rooms. In the event of conflict over requested dates for the use of the meeting room, preference will be given in the following order.

- Library-sponsored events
- City government
- Non-profit community groups

The use of the community room by an organization or groups, in no way constitutes an endorsement of that organization or group's beliefs, doctrines or programs by the City of Whittier.

### **Fees**

Nonprofit and for-profit organizations may use the community rooms during regular business hours. The Library can provide chairs, tables, a lectern. The following fees were adopted by the City Council and would apply to usage of the community room. The fees are due upon submission of the application.

### **Fee Schedule**

Non-profit groups/org.	\$25.00 per hour (min. 2 hrs)
For-Profit groups/org.	\$90.00 per hour (min. 2 hrs)
Set Up Fee	\$25.00
Break down Fee	\$25.00

Audio-visual equipment such as projector, screen, and microphone and are available for a fee of \$30. Any other equipment must be provided by the group at its own cost.

Kitchen facilities are available usage fee is \$30 per booking.

Library staff in attendance (optional) \$25 per hour, per staff member.

### **Application Process**

Any person applying for use of the community rooms must be at least 18 years of age. The person signing the application shall be responsible for any damage to library property resulting from the organization's use of the room.

Application forms can be obtained at the Central Library and the Whittwood Branch. Applications must be submitted in person or through e-mail. A faxed application is not accepted. An application form must be completed and approved, and the fee must be paid upon submission of the application to guarantee usage of the room. If the meeting attendance will include minors, there must be at least one adult for every ten minors.

### **Availability**

The rooms are available during the regular open hours of the library. Groups may book six months in advance not to exceed three bookings by the same organization. Library related events and city functions will receive first priority in scheduling. The library reserves the right to cancel a prior booking for a room for a Library or City function providing that the Library provides the organization whose booking is affected with 72 hours notice of such cancellation. In such cases, the Library will make every effort to relocate the organization's meeting to another City facility.

### **Refunds**

Refunds will be provided only upon receipt of a notice of cancellation by the library at least 48 hours prior to the event or function. Notice of cancellation must be given to the Whittier Public Library Administration Office.

### **General Rules of Use\***

- No smoking.
- Alcohol is not permitted on the premises.
- Meetings shall conclude 10 minutes prior to library closing or additional charges will be assessed.
- No punch or other liquids containing red dye may be served.
- Any publicity (print, online) must include the statement: This program is not sponsored by the Whittier Public Library. Publicity must not list library telephone numbers or use images of the library or the library and city logo.
- The Library reserves the right to have access to all meetings to ensure that the event is in accordance with the Community Room Use Policy.
- The Library Director or her designee in their sole discretion may shut down any event or meeting which is not following the requirements as stated in this policy. Failure to follow any of the requirements of this policy will result in the permanent denial of use of the Community rooms in the future for that organization.
- The Library Director will make the final decision as to the appropriateness of an application for use of the Community rooms.

### **Liability Statement**

The organization/participants will be required to defend, indemnify, and hold harmless the City of Whittier, its officials, agents and employees for any loss, damage, cost or expense, including attorney's fees that may arise during or out of the organization's use or occupancy of the City's facilities.