

**EL SEGUNDO PUBLIC LIBRARY
MEETING ROOM APPLICATION**

MEETING ROOMS MAY BE RESERVED UP TO THREE MONTHS IN ADVANCE
*Effective October 31, 2011- Library hours: Monday thru Thursday, 9:00 a.m. to 9:00 p.m.;
 Friday & Saturday, 10:00 a.m. to 5:00 p.m.; Sunday- Closed*

APPLICATION PROCESS:

Rooms will be reserved on a first-come, first-served basis and advance reservation and payment must be received **at least three days prior** to the meeting date. Tentative reservations may be made by telephone but cannot be confirmed until the application has been approved by the Library Director and room fees have been received. Cancellations and booking changes made **two days prior** to the meeting date will be subject to forfeiture of room fee.

Facility #1: Friends of the Library Meeting Room - Maximum Capacity: 111

***Room Charges:** For Non-Profit Organizations: **Flat Rate of \$10.00 per meeting**
 For Profit Organizations: **\$30.00 per hour** (1/2 hr increment not allowed)
 For Non-El Segundo Government Agencies: **\$10.00 per meeting**
 For El Segundo-related Government Agencies: **Fee Waived**
(Provided the event is directly affiliated with and attended by an El Segundo Council Member or a staff member)

Facility #2: Gazebo (Capacity – 8) and Rose Garden (Capacity – 6) Meeting Rooms

These rooms can be divided into two rooms or used as one larger room. No extra cost to use as one large room. *Same Rates as above.

Check One:	<input type="checkbox"/> Profit	<input type="checkbox"/> Non-El Segundo Government Agencies	
	<input type="checkbox"/> Non-Profit	<input type="checkbox"/> El Segundo-related Government Agencies	
Meeting Room Name: _____			
Date of Meeting _____		Anticipated Attendance _____	
Meeting Room reserved from _____ a.m./p.m. to: _____ a.m./p.m.			
Subject or Purpose of Meeting			

Name of Organization		Address/City/State/Zip	Telephone Number
_____		_____	_____
Name & Title of Applicant		Address/City/State/Zip	Telephone Number
_____		_____	_____

EQUIPMENT NEEDED: Please Check All That Apply– *Free with Cost of Room*

- | | |
|---|--|
| <input type="checkbox"/> Podium (Friends of the Library Room only) | <input type="checkbox"/> Microphone (Friends of the Library Room Only) |
| <input type="checkbox"/> Screen (Friends of the Library Room Only) | <input type="checkbox"/> CD/Cassette Player (Friends of the Library Room Only) |
| <input type="checkbox"/> Overhead Projector | <input type="checkbox"/> Television (Friends of the Library Room Only) |
| <input type="checkbox"/> Built-in Video Projector System | <input type="checkbox"/> Data Connection |
| <input type="checkbox"/> Kitchen (Friends of the Library Room Only): We require a \$30 Refundable Cleaning Deposit (SEPARATE CHECK) when food and beverages are brought in. | |

Total Amount Due: \$ _____ Check Number _____ Cash _____

PLEASE MAKE CHECK(S) PAYABLE TO: CITY OF EL SEGUNDO

MAIL TO: El Segundo Public Library, 111 W. Mariposa Ave., El Segundo, CA 90245

MEETING ROOM SET-UPS ARE THE RESPONSIBILITY OF THE APPLICANT. TIME REQUIRED FOR ROOM PREPARATIONS PRIOR TO AN EVENT AND CLEAN UP FOLLOWING AN EVENT MUST BE INCLUDED IN THE TIME BOOKED.

**THE RULES AND REGULATIONS FOR USE OF THE LIBRARY MEETING ROOMS
AND LIBRARY MEETING RELEASE STATEMENT**

1. Meeting Rooms may not be used for purposes prohibited by City Ordinance, or by State or Federal law.
2. All meetings are open to the public. No fee shall be charged, nor membership be required as a condition of entry. Collection of dues from members of organizations is permissible, so long as non-members are allowed entry. Donations shall be on a voluntary basis.
3. Smoking and use of alcoholic beverages are PROHIBITED.
4. Applicant is responsible for room set-up. Time required for room preparations prior to an event and cleanup following an event must be included in the time booked.
5. Applicant will leave room and furnishings in condition in which they were found; applicant further agrees to accept liability for any damage to the facility, its furniture or equipment caused by the occupancy of said premises by the Organization.
6. Applicant agrees to have a person of 21 years of age or older for every 10 minors in attendance who will be considered in charge and subject to the direction of City personnel.
7. Applicant agrees to include in any printed publicity, the statement, "This program is not sponsored by the El Segundo Public Library."
8. The Library may not be used as a mailing address for organizations meeting at the Library.
9. Storage of personal property is not permitted.
10. All meetings must end prior to the time scheduled for the Library to close so that cleanup can be completed and all attendees and participants may exit by that time. Announcements will be made by Library staff as the closing time approaches.
11. In consideration of being permitted to use the City of El Segundo's Public Library ("Library") Meeting Room ("Room"), and all purposes associated with such use, I agree to the following:
 - a. I agree and represent that I have read, understand, and agree to the Library's rules and policies regarding use of the meeting rooms that are set forth above. I further agree that no oral representations, statements, or inducement apart from the foregoing written agreement have been made. I understand that if I violate these rules and policies, then the Library may revoke or suspend my privileges to use the meeting rooms. Should the nature of the violation threaten the security of the Library, disrupt other library users, interfere with staff performance of their normal duties, appear to be deliberate or occurs repeatedly, I may lose all privileges in using the meeting rooms for a period to be reasonably determined by the Library Director. I understand that I may appeal the loss privileges to the City Council in person or in writing. The City Council will be the final decision-making authority.
 - b. I agree and represent that I have inspected, or immediately upon entering the Room, will inspect the Room. Entry into the Room for all purposes associated with using the said Room, including, without limitation, use of any facilities or equipment, constitutes an acknowledgment that such premises and all facilities and equipment were inspected and that I find and accept them as being safe and reasonably suited for my purposes.
 - c. I release, waive, discharge, and covenant on behalf of the organization, club or group not to sue the City of El Segundo, its elected and appointed officials, agents, volunteers, and employees ("Releasees") from all liability to the organization, club or group, for any loss or damage, and any claim or demands on account of personal or property injury, whether caused by Releasees' negligence or otherwise, while said the organization, club or group uses the Room.
 - d. I agree to indemnify and hold the Releasees harmless from and against any and all claims arising from the organization, club or group's use of the Room, whether caused by Releasees' negligence or otherwise. I will pay all costs incident to any claim, including, without limitation, reasonable attorneys' fees.

- e. I expressly agree that the foregoing release, waiver, and indemnity agreement is intended to be as broad and inclusive as is permitted by the law of the State of California and that if any portion is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

Name of Applicant – (Please Print)

Organization _____	Title _____
Signature of Applicant _____	Date _____
Approved: _____ Library Director	Date _____