

LIBRARY CONFERENCE ROOM POLICY

The Policy of Alhambra Civic Center Library is to allow the use of the Library Conference Room by groups and organizations when this room is not needed for administrative use, activities sponsored in whole or in part by the Library/City of Alhambra and when such use is not disruptive of the programs and activities of the Library. Permission to use this room is revocable and does not imply a lease.

Policy:

Conference Center Room Use

- The Conference Room is available to groups and government agencies wishing to conduct orderly meetings or conferences of at least 5 people and no more than 15 people.
- There is no charge for the use of the room.
- Use of the room will be during regular library hours for a four hour maximum use.
- Groups may use the room one time per month.
- The room is made available by application for groups, not individuals for the sole purpose of conducting a meeting or conference.
- Users are required to adhere to all library rules and regulations.
- The room is not for commercial use.
- All groups must observe the capacity posted for the room. If capacity exceeds the posted limit for the room, staff will ask individuals to leave until the occupancy meets the room's capacity.
- Room is not soundproof and loud voices or noises may be heard outside the room. Individuals using the room are expected to behave in a quiet and orderly manner.
- Meetings must conclude by the end of normal library hours.
- Applicant must be in attendance for the entire time the reservation is in effect. For groups composed primarily of minors, applicant agrees to have one adult in attendance in a supervisory capacity.
- Applicant wishing to put up displays or decorations must first obtain permission to do so. Items shall not be taped or tacked to walls, doors, windows or furnishings.
- Abuse of the room and rules governing use may result in loss of room use privileges and/or loss of library privileges.

Room Set-up

- The Conference Room seats 15 people. Larger groups should consult with Library Administration about using the Alhambra Civic Center Library Ruth C. Reese Hall.

- A white board and a conference phone are available in the Conference Room. There is a fee of \$25.00 for use of the conference phone.
- Light refreshments are permitted, but the group using the room is responsible for leaving the room in a clean and usable condition.
- No smoking or alcoholic beverages are allowed.
- Arrangement of the furniture in the Conference Room is the responsibility of the Group using the room. Furniture must be returned to its original arrangement at the conclusion of the meeting. 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. Damage to Library property will be paid for by the applicant at a cost to be determined by the City of Alhambra.
- No materials or services may be sold for private profit or gain, including the cost of materials which may be used for instructional purposes. Groups and organizations may conduct such customary activities as collecting dues from members or coffee money.
- The Library reserves the right to revoke or modify permission to use its conference room, or to modify conditions imposed on the use of the room where necessary to adapt to the operational needs of the library.

Reserving the Conference Room

- Permission may be granted to use the room up to three months in advance. The room must be reserved at least one week in advance of the meeting, or at the discretion of the Library Director or their designee.
- Forms requesting use of the room may be picked up at the Alhambra Civic Center Library's administration office. Reservations are not complete until the form is presented in person at the library and signed by the library staff.
- When a fee is required, it shall be paid in advance. Checks should be made out to the Alhambra Civic Center Library.
- All groups reserving the room must complete a Waiver and Release of Liability Agreement.

Other Considerations

- Meetings publicized as taking place at the Alhambra Civic Center Library must include the following phrase (or equivalent) as a disclaimer: This program is not sponsored by the Alhambra Civic Center Library or City of Alhambra.
- At no time may the Library's name or address be used for a mailing address for any group or Conference Room user.

ALHAMBRA CIVIC CENTER LIBRARY
APPLICATION FOR USE OF THE CONFERENCE ROOM

ADDRESS: 101 SOUTH FIRST STREET, ALHAMBRA, CA 91801 (626)570-5079

PLEASE COMPLETE THE FOLLOWING:

ORGANIZATION NAME: _____ DATE: _____

Purpose of the Meeting: _____

Probable Attendance: _____ Date of Meeting _____ Time ____ to ____

Contact Person (individual coordinating meeting): _____

Contact's Address: _____

Contact's Phone Numbers _____

Read and Initial:

We have read and agree to abide by the Alhambra Civic Center Library Conference Room policy and procedures governing the use of the facility. _____

We have read and signed the Waiver and Release of Liability Agreement form. _____

Check all that apply:

Organization will: serve refreshments

Organization requests: white board conference phone

PLEASE READ THE ATTACHED CONFERENCE ROOM POLICY BEFORE SIGNING. A COPY OF YOUR SIGNED APPLICATION WILL BE GIVEN TO YOU

SIGNATURE: _____

Staff Use Only: Approved by: _____ Date: _____

After use room check done by: _____ Date: _____

Waiver and Release of Liability Agreement

Do not sign this agreement before you read it or if it contains any blank spaces to be filled in.

Applicant _____ desires to use the Alhambra Civic Center Ruth Reese Hall/Conference room facility located at 101 South First Street, Alhambra, CA 91801 on _____. In consideration of being permitted to use the facility, the undersigned Applicant waives, releases, and discharges the City of Alhambra, its officers, agents, servants, employees and volunteers (collectively "CITY") from all liability for any loss or damage whatsoever, including personal injury, death, property damage, medical expense and any other type of expense (collectively "damages") whether caused by the active or passive negligence of the CITY, while the undersigned Applicant is in, upon or about the facility premises.

Applicant also acknowledges, agrees and represents that he/she has or immediately upon entering will, inspect the premises and facility. It is further agreed that entry and/or use of the facility constitutes an acknowledgement that the facility and all equipment thereon have been inspected and that the Applicant finds and accepts the facility and equipment as being safe and reasonably suited for use. Applicant accepts the facility in its present condition, and is without representation or warranty by CITY as to the condition of the facility, or as to the use or occupancy which may be made of it. Applicant also waives, releases and discharges CITY from all liability for any loss or damage, including personal injury, death, property damage, medical expense and any other type of expense caused by the condition and/or maintenance of the facility or any equipment.

Applicant also agrees to release, hold harmless, defend and indemnify CITY from any and all liability for any loss, injury and/or damages to any third party arising out of the use of the facility by the third party pursuant to this application.

The undersigned Applicant further expressly agrees that this waiver, release and indemnity agreement is intended to be as broad and inclusive as is permitted by the laws of the State of California and that if any portion of the Application and Agreement is held invalid, it is agreed that the balance shall continue in full legal force and effect.

Applicant certifies that he/she has read and voluntarily signs the release and waiver of liability and indemnity agreement, and further agrees that no oral representations, statements or inducement apart from the foregoing written agreement have been made.

The party signing below is authorized to act on behalf of and bind the Applicant listed above

Organization authorizing signature: _____

Title: _____ Date: _____

Applicant signature: _____ Date: _____