

Buena Park Library District
Meeting Room
Reservation Packet

***BUENA PARK LIBRARY DISTRICT
MEETING ROOM POLICY***

The Buena Park Library District has a 200 person capacity community room, a 30 person capacity boardroom, and a 15 person capacity meeting room available to the general public.

The meeting rooms are managed according to city and state laws governing public and fire safety. All persons wishing to use the meeting rooms must agree to abide by those laws and the Library regulations for their use. The fact that a group or organization is granted permission to meet in the Library in no way constitutes endorsement by the Library of the purposes or beliefs of that group or organization. The meeting rooms are suitable for orderly gatherings for such purposes as lectures, film showings, musical activities, discussion groups, and similar activities.

The Library meeting rooms are not available for purposes prohibited by local ordinances, or by state or federal laws, nor for any activity which in the opinion of Library management may cause undue disruption of the normal activities of the Library.

An application is required for all groups using the Library meeting rooms. Applications are available from the Library's circulation department. Meeting rooms will be reserved on a first come, first served basis, and cannot be confirmed until the application, insurance certification, and fees (as applicable) have been received and approved by Library management.

In the event of conflicts over requested dates for use of the meeting rooms, preference will be given in the following order: Library sponsored events, nonprofit community groups, private meetings/events. The Meeting Room Coordinator will determine the Library's co-sponsorship of any event.

Completed applications, insurance certification and fees must be received at least one week before scheduled events. Meeting rooms may be booked no more than three months in advance.

Applications are subject to review by the Library Director and/or the Library Board of Trustees to determine compliance with meeting room policy. Applicants should notify the Library as soon as possible if the meeting/event is to be canceled. Fees will be refunded if cancellation notification is received 48 hours in advance. Applicants will be given the option of selecting another open date. The Library reserves the right to cancel or reassign meeting dates because of requirements for the Library.

*Revised 06/05
Revised 10/02
Effective: 10/99*

**BUENA PARK LIBRARY DISTRICT
RULES AND REGULATIONS FOR USE OF MEETING ROOMS**

1. Fees or donations charged by applicants for meetings or events shall not be collected at the Library entrance nor outside the entrances to the meeting rooms.
2. Meeting rooms may be used only during the Library's normal business hours; applicant agrees to vacate meeting rooms promptly at the close of the reserved time. **All meetings must terminate fifteen minutes prior to the Library's closing time.**
3. Applicant agrees to leave meeting rooms and furnishings in the condition in which they were found. Applicant further agrees to accept the liability for any damage to the facility, its furniture, or equipment caused by the occupancy of the group or organization. **All entities renting the meeting rooms will be required to submit with their application proof of liability insurance naming the Buena Park Library District as additionally insured, with a minimum limit of \$500,000.**
If needed, the name of an insurance broker is available for applicants from the Library's administration office at (714) 826-4100. Insurance requirements for Library-sponsored events will be decided on a case-by-case basis.
4. Applicant agrees to be responsible for the costs of any and all security measures required to ensure the protection of program attendees, the public, and Library assets or staff. These costs will include, but are not limited to, security personnel or other measures necessary for the protection of the Library. The type and amount of security required will be determined solely by the Library Director. The need for security may be determined by the Library Director before, during, or after the program. If the Library Director determines that additional security is required prior to the event, the applicant may be required to prepay the estimated security costs. If the scheduled event appears to be controversial in nature, the applicant may be requested to provide the Library with an additional security bond.
5. The applicant agrees to have persons 18 years old and older in attendance who will be considered supervisory. For groups composed primarily of minors, applicant agrees to have one adult in a supervisory capacity for every ten minors.
6. Items may not be tacked nor taped to walls of meeting rooms.
7. Neither alcoholic beverages nor smoking is permitted. Unnecessary noise or any use of the meeting rooms that in any way disturbs normal Library business is prohibited. Simple refreshments may be served at meetings and it is the applicant's responsibility to provide for clean-up of the facility afterward. The Library cannot provide supplies or refreshments.
8. Applicant agrees to include in any publicity for an event the statement that: **"This program is not sponsored by the Buena Park Library District"**. This statement must be printed in the same size font as the address of the Library. The Library is not responsible for publicizing or promoting any meeting.
9. The Library may not be used as a mailing address in connection with meetings. Storage of personal property is not permitted. The Library is not responsible for items left behind by any group. Library telephone use will be limited to emergencies only; the Library staff cannot relay messages to meeting participants.
10. Should an applicant, group, or organization fail to comply with the rules and regulations for meeting room use, or with local, state or federal laws, future meeting room use may be denied.
11. Fees are refundable only if cancellation is received 48 hours in advance.
12. Applicant agrees to use the facilities at his or her own risk and not hold the Buena Park Library District responsible in the event of loss, damage, or injury. It is the responsibility of the applicant to transport persons with disabilities between floors.
13. Applicant agrees to pay the fees when the application is filed using the attached fee schedule.
Please note: There is a two-hour minimum rental for each meeting area.

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***BUENA PARK LIBRARY DISTRICT
MEETING ROOM FEE SCHEDULE***

Please note: there is a two-hour minimum rental for each meeting area

Library sponsored and Library co-sponsored events:

No charge

Nonprofit organizations:

Small meeting room, \$25.00 per hour

Community Room, \$35.00 per hour

Boardroom, \$30.00 per hour

Set-up (optional), small meeting room, \$10.00

Set-up (optional), Boardroom, \$15.00

Set-up (optional), Community Room, \$25.00

Library staff in attendance (optional), \$25.00 per hour, per staff member

Security deposit/cleaning fee (refundable), \$50.00

Private groups or organizations:

Small meeting room, \$45.00 per hour

Boardroom, \$65.00 per hour

Community Room, \$85.00 per hour

Set-up (optional), small meeting room, \$20.00

Set-up (optional), Boardroom, \$25.00

Set-up (optional), Community Room, \$35.00

Library staff in attendance (optional), \$25.00 per hour, per staff member

Security deposit/cleaning fee (refundable), \$50.00

Reservations for the Library Boardroom and Community Room are not accepted on an on-going, permanent basis.

Fees are subject to periodic review by the Board of Trustees.

In addition, the Buena Park Library District requires that all entities renting the meeting rooms submit a proof of liability insurance certificate naming the Buena Park Library District as additionally insured with a minimum limit of \$500,000. If needed, the names of two insurance brokers are listed below:

Municipality Insurance Services, Inc.
302 W. Cerritos Avenue, Bldg 7
Anaheim, CA 92805-6550
714-687-1100 or 800-420-0555
www.2sparta.com

Diversified Risk Insurance Brokers
1335 Stanford Avenue, Suite 100
Emeryville, CA 94608
Telephone (510) 547-3203 (Mary)
www.eventinsure.com

BUENA PARK LIBRARY DISTRICT
7150 LA PALMA AVENUE
BUENA PARK, CALIFORNIA 90620
APPLICATION FOR USE OF COMMUNITY ROOM OR MEETING ROOM

Please read the entire application packet before completing this form.

Date of application_____

Date(s) requested_____ Time: from_____ to_____

Purpose of meeting/event_____

Nonprofit organization? Yes_____ No_____ If yes, please list 501 (c) (3) _____
(To qualify as a non-profit organization your organization must have a tax exempt status under section 501 (c) (3) of the Internal Revenue Code.)

Name of organization_____

Title of event_____

Applicant's name_____ email address & phone_____

Position in organization_____ Organization ph._____

Applicant's full address_____

Anticipated attendance_____

Furnishings needed: Chairs-number_____ Tables-number_____

Is set-up by Library personnel needed? Yes_____ No_____ (additional charge)

Will any Library personnel be required to be in attendance? Yes_____ No_____
(If yes, how many_____) (additional charge)

Name of Insurance Company issuing proof of liability insurance certificate {See paragraph 3 of Rules and Regulations. The certificate may be faxed to Buena Park Library District. (714) 826-5052 }

The applicant is an authorized adult official of the organization submitting this application. She/he has read the Meeting Room Policy, Rules and Regulations for use of Meeting Room, and the Fee Schedule, and hereby agrees to abide by their provisions.

Signature X_____ Date_____

.....
Official Library Use Only - Please do not write below this line

Approved_____ Denied_____ Fees \$_____

**BUENA PARK LIBRARY DISTRICT
7150 LA PALMA AVENUE
BUENA PARK, CALIFORNIA 90620**

**Community Room or Meeting Room
Rental Fees**

See the fee schedule to calculate your community room/meeting room use fees.

Hourly charge _____ X number of hours (2 hour minimum) _____ = _____

Library staff set up charge (optional) _____

Library staff attendance (optional) _____

Security deposit (refundable) \$50.00

TOTAL \$ _____

Please submit two checks. One for the room rental fees and a separate check for the \$50.00 security deposit. (The security deposit will be returned to you as long as the meeting room/community room is left in the same condition in which it was found.) Please make checks payable to *Buena Park Library District*.