Facilities Use Application

Monterey Park Bruggemeyer Library
318 S. Ramona Ave., Monterey Park, CA 91754
626-307-1333 | www.montereypark.ca.gov/library

Monterey Park Bruggemeyer Library

Complete the following application for use of the Library Friends Room. Application form must be filed at least **7 days prior to proposed use**. Filing of this application **does not** guarantee that facility use will be granted**.** All questions must be answered fully and application must be signed and dated or application is void.

Organization Information

Name of Organization	
Street Address	
City, State, Zip Code	
Tax ID No.	

Representative Information

Name/Title of Representative	
Street Address	
City, State, Zip Code	
Contact Phone	
Email Address	

Purpose for which facility will be used (need to provide complete activity information)

Requested Date of Use:			
***From:**	AM/PM	***To:**	AM/PM
Total Expected Attendance:			
(Max. capacity is 100)			

**Must be within library hours of operation. Please allow time for set-up and clean-up. Set-up may not occur be before the library opens, and clean-up must be completed and the room vacated 30 minutes before the library closes.*

Equipment Requested

# of Chairs:	# of Tables:

Podium ☐ Microphone ☐ Projector ☐

Required Liability Insurance Provided ☐

Minimum Security Hold Deposit: $300.00 (refundable if all rules and regulations are followed and premises have been left in the same condition as originally found) ☐

Organization/Individual Status:				
Non-Profit Adult (based outside of town)	Fee: $83.85 per hour	x _____ hours	= $ _____	
Non-Profit Adult (based in town)	Fee: $41.90 per hour	x _____ hours	= $ _____	
Non-Profit Youth	Fee: $16.75 per hour	x _____ hours	= $ _____	

Time must be booked by hour increments (no fractions of time) and there are no refunds for unused time.

I hereby certify that I, the undersigned, am authorized to act on behalf of the above-named organization or group, that I have read and understand the rules and regulations governing the use of the Monterey Park Bruggemeyer Library Meeting Rooms and that the above-named organization/group will abide by those rules and regulations. I further certify that the above-named organization/group and its officers and members agree to hold the City of Monterey Park, its officers, employees, agents and Commissions free and harmless from any obligation, debt, claim or responsibility in connection with said use of the library's facility and for said program/event.

_____ _____

Signature of Representative Date

For Office Use: Approved: ☐ Yes ☐ No Date:_____

Room is Available: ☐ (Initial) Final total fee: _____

Required Liability Insurance Provided ☐

Security Deposit Refunded: ☐ Yes ☐ No Reason: _____

_____

Signature of City Librarian or Designated Representative

Monterey Park Bruggemeyer Library

Meeting Rooms' Policy

[Policy revised by the Library Board -January 18, 2022]

Please print document and initial where indicated as acknowledgment of policy, whether or not it is directly applicable to your specific request.

Provisions:

The Library Board of Trustees supports the American Library Association's Library Bill of Rights provision on the availability of meeting rooms: "Libraries which make . . . meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

It is of the utmost importance that the groups and individuals who use the meeting rooms understand and acknowledge that they are the guests of the library, they are able to use the facilities at the discretion of the management of the library and their use of the facilities reflects that understanding.

Library activities and programs have first preference on the use of the library's meeting rooms. The library's meeting rooms are available for public use of a civic, cultural or educational character. The facilities are not available for commercial purposes except by the Library Foundation and the Friends of the Library. Authors appearing in a library sponsored program by invitation to present their works may sell their books, DVDs or material to the audience at the time of their presentations. Meeting rooms are available only during library hours.

_____(initial)

Rooms available:

The Friends Room is 1,600 square feet and seats a maximum of 100 people and is on the second floor with inside stair and elevator access. There are approximately 100 chairs and 16 tables available. A write on/wipe off white board is available along with a large projection screen. The adjacent kitchenette is not available for use by the public. Refreshments and/or catered meals may be served. Restrooms are adjacent to the Friends Room. Booking of this room is via Library Administration at (626) 307-1269.

_____(initial)

Permission to use:
Application forms are available from the Circulation Desk or from the library's website at www.montereypark.ca.gov/Library. Permission is subject to approval of the City Librarian or designated representative, who reserves the right to cancel any scheduled meetings.

Availability may be checked by calling Library Administration at (626) 307-1269 to reserve the Friends Room, but reservations **are not** confirmed until the application has been received and approved **in writing**. The meeting room application must be signed at least one week prior to the meeting or the reservation will be subject to cancellation.

The library reserves the right to preempt any use for a library or City-sponsored event; in such rare instances, the library will put forth every reasonable effort to give ample advance notice of such preemption and to assist the group or individual in reserving another date or meeting room.

Liability insurance is required. A certificate naming the City of Monterey Park as additionally insured and an endorsement letter is required. The minimum coverage is $2,000,000 combined single limit ($1,000,000 combined single limit for events considered low hazard).

An organization or individual is required to provide a security hold of $300 once an application to reserve a meeting room is approved. This security hold can be either check or cash. The library will keep the security hold until the event is completed. If the organization or individual has abided by all rules and regulations governing meeting room usage, and, following inspection by the senior library staff member in charge or designated library staff member, the premises have been left in the same condition as they were originally found, the security hold will be returned to the organization or individual.

If additional maintenance or damage repair is required, the organization or individual will forfeit the $300 security hold and may be required to pay additional costs to clean or repair the room if such costs are greater than $300.

_____(initial)

Frequency of use:
Meetings may be scheduled no more than three months in advance. The use of the meeting rooms will be limited to once a month per organization or individual. An organization or individual must hold the meeting before they can book another meeting.

_____(initial)

Rules and Regulations:
Each organization or individual wishing to use a library meeting room must agree to abide by the following rules and regulations:

1. The meeting rooms may not be used for purposes prohibited by the City or County ordinances, or by State or Federal law. The fact that a group or individual is permitted to meet in the library does not in any way constitute an endorsement of the group's or individual's policies or beliefs.

2. All meetings are to be open to the public and participants cannot be charged a fee to attend.

3. In accordance with general library rules, all disruptive noise is prohibited. Persons using the facilities must follow all regulations of the Library's Conduct Policy which is available for review on the Library's website.

4. Persons using the facilities must conform to all fire and safety regulations, including maintaining open aisle space and abiding by occupancy limits.

5. Users must vacate the meeting room by 30 minutes to library closing.

6. Authorization for library facilities and meeting room use does not include the use of staff time other than to provide access to the facility or meeting. The library assumes no responsibility, provides no supervision for persons using the meeting rooms, accepts no deliveries and takes no messages.

7. Organizations or individuals need to bring any needed equipment. The only chairs and tables available are those in the room. The library supplies no storage space.

8. Library insurance does not cover exhibits or materials brought into the library. Neither the library nor the City assumes responsibility for materials, equipment or other articles left by any organization, group or individual in the library and will not be liable for loss, theft or damage thereto.

9. Each organization or individual is responsible for its own publicity. Signs and directions cannot be posted anywhere in the library advertising the program except signs approved to be placed on the community bulletin board. The library does not make announcements over the public address system for non-library-sponsored programs.

10. Those desiring to serve refreshments in the Friends Room may do so if the premises are left in the same condition as they were found. Food service will be restricted to the confines of the room. No alcoholic beverages may be served. If additional maintenance or damage repair is required, the organization will forfeit the $300 security hold and may be required to pay additional costs to clean or repair the room if such costs are greater than $300.

11. In the case of any problems regarding the room and its use, the Librarian in charge has the right to make a decision regarding appropriate use of the room including terminating usage.

12. Library Administration must be notified of all cancellations of the Friends Room. Library Administration must be notified of a change in program chairperson or person responsible for the meeting room and any change in purpose of the meeting. Permission to use the meeting rooms is not transferable. Failure to notify the appropriate office of the cancellation or change in the program will affect the organization's or individual's ability to use library meeting rooms on future dates.

13. In the event that an organization or individual fails to comply with any of these terms, use of library meeting rooms will be denied for one year.

14. The Library Board of Trustees is the final authority for the implementation of the provisions of this policy and the related administrative procedures. Any requests for exceptions or waivers to these policies and procedures must be written and submitted at least one month in advance to the Library Board of Trustees for its consideration at its regular meeting.

_____(initial)