

# Goleta Valley Library

Goleta Library 500 N. Fairview Ave., Goleta, CA 93117 (805) 964-7878

## APPLICATION FOR USE OF MEETING ROOM AT GOLETA LIBRARY

Organization or patron \_\_\_\_\_

Date(s) of meeting \_\_\_\_\_  Mon  Tues  Wed  Thurs  Fri  Sat  Sun

Contact person \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_ Address \_\_\_\_\_

Non-commercial/Open to public/Free  Internal/City  Commercial

Estimated # attending \_\_\_\_\_

Meeting START TIME \_\_\_\_\_ am/pm Meeting END TIME \_\_\_\_\_ am/pm

Start of Set-up prior to meeting \_\_\_\_\_ am/pm End of Take-down post meeting \_\_\_\_\_ am/pm

Time to set-up and take-down are included in total rental hours.

Total rental hours per meeting \_\_\_\_\_

**NOTE:** The Library provides chairs and tables (free of charge), but does **not** provide set-up, take-down, audio-visual or other technical equipment or catering for bookings by the public.

A charge may be made for re-keying or replacement in the event of loss of any keys issued.

### STATEMENT OF HOLD HARMLESS AND UNDERSTANDING

Applicant agrees to investigate, defend, indemnify and hold harmless the City, its officers, employees and agents from and against any and all loss, damage, liability, claims, demands, detriments, costs, charges, expense (including attorney's fees) and causes of action of any character which the City may incur, sustain or be subjected to on account of loss or damage to property or the loss of use thereof and for bodily injury to or death of any persons (including but not limited to the property, employees, subcontractors, agents and invitees of each party hereto) arising out of or in any way connected to the work to be performed pursuant to this agreement or occupancy, operation, maintenance, enjoyment and use of any City premises under this agreement to the extent permitted by law.

I understand and assume personal responsibility for compliance with the following:

1. The **Meeting Room Rules of Use**, a copy of which has been supplied to me.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

|                                  |
|----------------------------------|
| I request use of the following:  |
| # of chairs _____                |
| # of tables _____                |
| Screen <input type="checkbox"/>  |
| Lectern <input type="checkbox"/> |

### Staff section:

#### Application Approved:

Signed (Library Director or designee):  
\_\_\_\_\_

Date: \_\_\_\_\_

CHECK # \_\_\_\_\_

CREDIT CARD  
(in person)

CASH  
(in person)

**TOTAL PAID \$:**  
\_\_\_\_\_

Title of Meeting/Event: \_\_\_\_\_

Subject / purpose / description of meeting / event:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

| ROOM FEE: <i>for local non-commercial organizations with meetings free and open to the public</i> |  |                                      |   |                   |
|---|--|--------------------------------------|---|-------------------|
|   | LOCATION   | # of 3 HOUR PERIODS<br>(minimum = 1) | # of ADDITIONAL HOURS<br>(including portion of) | ROOM FEE<br>TOTAL |
| <input type="checkbox"/>  | GOLETA LIBRARY<br>Multipurpose Room (capacity 133) | \$50 X = \$_____                     | \$25 X = \$_____                                | \$_____           |

| ROOM FEE: <i>for local commercial organizations with meetings free and open to the public</i> |  |                                      |   |                   |
|---|--|--------------------------------------|---|-------------------|
|   | LOCATION   | # of 3 HOUR PERIODS<br>(minimum = 1) | # of ADDITIONAL HOURS<br>(including portion of) | ROOM FEE<br>TOTAL |
| <input type="checkbox"/>  | GOLETA LIBRARY<br>Multipurpose Room (capacity 133) | \$125 X = \$_____                    | \$60 X = \$_____                                | \$_____           |

| NON-BASIC FEE:  | NON-BASIC FEE TOTAL | TOTAL FEE FOR RENTAL                |
|---|---------------------|-------------------------------------|
| Ability to Serve Catered Food/Drink <input type="checkbox"/> \$30 | = \$_____           | Non-Basic Fee + Room Fee<br>\$_____ |

Payment by credit card and cash only accepted in person.  
 Please make checks out to the City of Goleta.