CITY of CALABASAS

Library Multipurpose Room Policy

The City of Calabasas Library Multipurpose Room (MPR) is available for use by local community and non-profit groups for non-commercial informational, cultural or civic meetings and programs.

Availability, Reservations and Registration

- There is $ 160 reservation fee for the use of MPR for a 4-hour period. The fee is payable by cash or check only after registering and Library approval. It is refundable for cancellations. Library or City sponsored events and City partners are excluded from the fee.

- The Library and City have priority for MPR use. The Library may cancel reservations for Library or City needs. Severe weather, emergency closures or other unforeseen conflicts may require cancellation of room reservations with little notice.

- The room is available from Tuesday through Friday during regular Library operating hours only.

- Use is limited to twice per month per group, and can be reserved up to 60 days in advance.

- An application form must be submitted to the Library staff at least five business days in advance of the requested date of use. Weekends, Library holidays and days of scheduled or emergency Library closures are not considered business days for purposes of Library meeting room reservations and use. A valid Calabasas Library card is required.

- Reservations are not final until a notice is provided by the Library that a reservation request has been confirmed. Prior use of the room does not entitle or guarantee future use.

Access, Equipment and Use

- Access to the room is allowed no more than five-minutes prior to the reservation.

- Users are responsible for room set-up and take-down within the time of their reservation and it must be completed during Library open hours. The room must be cleaned and returned to its original condition at the end of the reservation.

- The room must be vacated 15 minutes prior to the Library closing time. Failure to comply is considered a violation of library policies and may result in loss of meeting room use privileges or other consequences.

- Users shall arrange for and provide for their own special equipment needs and supplies. Library staff is not available to provide any help, supplies or special equipment.

- There is no audiovisual setup provided in the room.

- Library staff may enter at any time during the meeting room use.

- Light refreshments are permitted but should be limited to the meeting room space and not carried into the rest of the Library.

- Kitchen facilities are not available. Catered events must be booked through Community Services.

- The room accommodates 50 people. Users are responsible for ensuring that attendance does not exceed the maximum occupancy for the meeting room.

- Alcohol, smoking, vaping, candles and use of open flames are prohibited.

- Meeting room use must not disrupt Library use by disturbing patrons or interfering with staff operations.

- No signs or other materials may be posted in or outside the Library.

- Users are responsible for communicating event details to their presenters and attendees.

- Any publicity of a meeting or event being held in the room must identify the sponsoring organization and must state "*This program is not sponsored or endorsed by the City of Calabasas Library.* "

- Commercial use, sales presentations and promotions are prohibited with the exception of fundraising events sponsored by the City of Calabasas or a City recognized Friends of the Library organization.

CITY of CALABASAS

Multipurpose Room Reservation Agreement

Multipurpose Room Limitation of Liability and Indemnification Agreement

I, as the responsible party and organization representative, have received, read and understand the Multipurpose Room Reservation Agreement, and agree to comply with the Policies and Regulations for use of the meeting rooms listed above, as well as all other California and Federal laws.

I, as the responsible party and organization representative, further agree that the City of Calabasas and the Library reserve the right to cancel any event, approved or in process. The City of Calabasas and Library also reserve the right to immediately cancel any event in progress if there is a violation of these Policies and Regulations or California Federal Law.

I, as the responsible party and organization representative, am authorized to, and hereby fully release and discharge the City of Calabasas Library, the City of Calabasas, its officials, employees, agents, and volunteers from any and all claims from injuries, including death, damages or loss, which my raise, or which may be alleged to have arisen out of, or in connection with the use of the Meeting Rooms pursuant to this agreement.

I, as the responsible party and organization representative, am authorized to, and do further agree to indemnify and hold harmless and defend the City of Calabasas Library, the City of Calabasas, its officials, employees, agents, and volunteers from any and all claims resulting from injuries, including death, damages and losses, including, but not limited to the general public, which may arise or may be alleged to have arisen out of, or in connection with the use of the Multipurpose Room pursuant to this agreement.

_____	_____
Organization Representative/ Responsible Party *Date*	*City Librarian* *Date*

CITY of CALABASAS

Multipurpose Room Reservation Request Form

Please read the multipurpose room policy. Submit completed form to Sarah Abdali.
sabdali@calabasaslibrary.org
If you would like to see the room please e-mail to make an appointment.
We will contact you regarding availability.

Applicant Information

Organization: _____

Description of Event: _____

501 (c) # _____

Contact Person: _____

Library Card #: _____

E-mail Address: _____

Phone Number: _____

Event Information

Day & Date of Event: _____ # Attending: _____

Start Time ___: ___ am or pm (Including set-up)

End Time ___: ___ am or pm (Including cleanup)

I agree to abide by the rules of the multipurpose room policy.

Requestor Signature: _____ Date: _____

Approved: _____ Not approved: _____

City Librarian Signature: _____

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$160 fee for 4-hour period – cash: _____ check: _____

Liability & Indemnification Agreement: Signature: _____ Date: _____

If your group does not fit the criteria, you may contact. facilityrentals@cityofcalabasas.com | Phone: 818-479-8180 for more information.