



Central Park Library | Redwood Community Room Use Agreement

Applicant's Library Card#: _____

Name or Applicant/Program Leader: _____

Name of Organization: _____

Address: _____

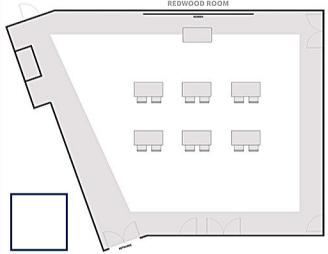
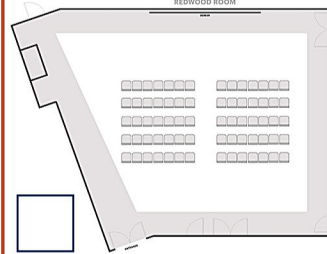
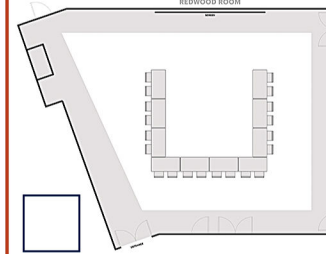
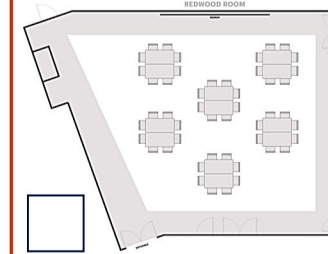
Phone: _____ Email: _____

Date and Time Requested: Date: _____ Time (including set-up & clean-up): _____

Attendance: Number of Children: _____ Number of Adults: _____

Program Description or Intended Use: _____

Room Set-Up: (check one box)

Classroom Style Max 46 Chairs	Theater Style Max 100 Chairs	U-Shaped Style Max 26 Chairs	Reception Style Max 64 Chairs
			

Number of chairs: _____ Number of additional tables (registration; food/beverage): _____

Food/beverages served? Yes _____ No _____ Additional trash cans? Yes _____ No _____

Audio/Visual:

Podium/Microphone needed? Yes _____ No _____

Screen/Digital Projector needed? (user to provide own laptop): Yes _____ No _____

Assisted Listening Devices needed? Yes _____ No _____ Number of Devices: _____

Other: _____

Fees:

Residents/Nonprofits: \$20/event = Fees due \$ _____

Nonresidents: \$90/hr. X _____ hours of use = Fees due \$ _____

Staff assistance needed: \$30/hr. X _____ hours of use = Fees due \$ _____

Total fees due: \$ _____ **Make check payable to: City of Santa Clara**

By signing this agreement, applicant agrees to the following:

- All reservation requests must be made by phone at 408-615-2930, by email at LibAdmin@santaclaraca.gov, or in person at the Central Park Library Administration Office, 2635 Homestead Road, Santa Clara.
- Reservation requests made by phone or email must be confirmed by submitting a completed Agreement and paying all fees within 5 business days of the reservation. Failure to confirm within 5 business days automatically forfeits the reservation.
- Agreements are accepted no more than 6 months and no less than 5 business days in advance of the event.
- Events must be open to all members of the public (subject to occupancy limits) and no fees may be charged to attendees.
- Set-up/clean-up must be completed within the reserved period. No access is allowed prior to or after the reserved period.
- Private uses of these facilities are excluded, including birthday parties, play groups, and receptions.
- Room must be vacated no later than 15 minutes prior to the Library's closing and left in the condition in which it was found.
- Trash must be placed in refuse containers provided in the room.

Advertising Your Meeting: All flyers, announcements, and other forms of publicity for the meeting must include the following disclaimer, as provided by the City of Santa Clara: *This is not a Library-sponsored event. The City of Santa Clara is neither responsible nor liable for information provided by users of the Library meeting rooms.*

A/V Equipment: A Technology Aide is required to operate and move all Library audio/visual equipment, including the Podium/Microphone. Applicant agrees not to move the Podium/Microphone, as severe damage may result to communications equipment wiring.

Cancellation: Fees will be refunded only upon notice of cancellation received by Library Administration no less than two business days prior to the event. Cancellations made less than two business days and no-shows will forfeit all fees. No exceptions.

Conduct: Failure to follow Library policies and the rules, regulations, and ordinances of the City of Santa Clara, hereby incorporated into this Agreement by reference, will result in applicant's loss of privileges from future use of Library community rooms. This includes the applicant's failure to provide accurate information regarding the proposed use of a Library community room.

Non-transferrable: Permission to use a community room is not transferable from one individual or organization to another. The applicant signing this agreement must be present during the entire event and is responsible for payment of fees and proper use and clean-up of the room.

Sales/Solicitations: The sale of items or services in Library community rooms is not permitted unless specifically approved in advance and in writing by the Board of Library Trustees or Board Designee. Commercial use by organizations whose primary purpose for holding a meeting is to sell or solicit names for future sales is prohibited, including the intent to solicit, sell, or request donations during a meeting. No organization, group, or individual sponsoring or participating in the event may advertise any services or product(s), either verbally or in written form. No promotional material may be distributed (business cards are acceptable).

Hold harmless/Release of liability: It is understood and agreed that the applicant assumes all risks for loss, damage, liability, injury, cost or expense that may arise during, or be caused in any way by, such use or occupancy of the Library facilities. The applicant further agrees that in consideration of being able to use the room, He/She/They will save and hold the City of Santa Clara and the Library and/or their employees free and harmless from any loss, claims, and liability or damages and/or injuries to persons and property that in any way be caused by applicant's use or occupancy of the facilities.

I, the undersigned applicant, hereby agree to the terms of this Agreement, the "Policy for Use of Library Community Rooms" (attached), and the "Policy for Public Rules of Conduct" (attached).

Signature of Applicant:

Library Administration Approval:

Date: _____

Date: _____