

Meeting Room Reservation Agreement

Organization Name _____ Tax Exempt ID No. (if applicable) _____

Certificate of Insurance must be attached to agreement. Effective Date _____ Expiration Date _____

(A current certificate must be on file with the Library, the insurance shall be primary and non-contributory, and shall include an endorsement naming the City of Thousand Oaks, its officials, employees, and volunteers as additional insured.)

Organization Representative (Must be present during meeting.) _____

Address _____

Telephone: (home) _____ (work) _____ May we give your phone number to the public? _____

E-mail: _____ Purpose of Meeting: _____

FAX: _____ Will you be publicizing this event? _____ *(If so, please attach a copy of your publicity.)*

USER CATEGORIES	GROUP I & II	GROUP III
	<ul style="list-style-type: none"> City of Thousand Oaks departments/committees. Nonprofit Organizations <i>(Group must submit proof of nonprofit status from State or IRS.)</i> Other government agencies 	<ul style="list-style-type: none"> Business and Commercial (for profit) organizations. No admission fees or product sales allowed. Other groups with no evidence of nonprofit status.
	Fees: Grant R. Brimhall Library <u>Marvin E. Smith Community Room:</u> No charge. <u>Conference Room:</u> No charge. Newbury Park Branch Library <u>Meeting Room:</u> No charge.	Fees: Grant R. Brimhall Library <u>Marvin E. Smith Community Room:</u> \$100.00/hour. <u>Conference Room:</u> \$40.00/hour. Newbury Park Branch Library <u>Meeting Room:</u> \$80.00/hour.

No meetings after library hours or on City or Library holidays.

NOTE: Fire regulations require adherence to capacity regulations. Access to and from rooms and storage areas must not be blocked. Meeting adjournment will be required if violation occurs.

FACILITY	DATES	TIME (begin and ending)	EST. ATTEND.
<input type="checkbox"/> Marvin E. Smith Community Rm. <i>cap. 225</i>	1 _____	1 _____	1 _____
<input type="checkbox"/> Conference Room <i>cap. 15</i>	2 _____	2 _____	2 _____
<input type="checkbox"/> Newbury Park Meeting Room <i>cap. 75</i>	3 _____	3 _____	3 _____

FURNITURE	REFRESHMENTS	FEES	
<input type="checkbox"/> Tables # _____ <i>(6 foot tables)</i> <input type="checkbox"/> Podium <i>(microphones reserved separately)</i> <input type="checkbox"/> Chalkboard/white board/easel and/or white screen <i>(circle those that apply)</i> <u>All chairs must be restacked and rooms left in their original condition.</u> A \$25.00 custodial fee will be imposed if this condition is not met.	<input type="checkbox"/> <i>(supplied by the Organization)</i> A \$25 fee will be charged to groups serving refreshments of any kind. Total: _____	Room	\$ _____
		Insurance	\$ _____
		<i>Processing Fee</i>	\$ _____
		Refreshments	\$ _____
		Equipment	\$ _____
		TOTAL DUE:	\$ _____

Reservations are considered tentative until a current certificate of insurance and all fees have been received by Library Administration.

NOTE: All publicity must be approved by the library and include the following phrase: "This program is not a Thousand Oaks Library sponsored event."

All information on this agreement must be complete. Please return to the Library Administration Office in the Grant R. Brimhall Library, 1401 E. Janss Road, Thousand Oaks, CA 91362; (805) 449-2660. Organization Representative will receive an approved copy of this agreement.

I agree to comply with the policies and regulations for use of the meeting rooms and agree that an authorized representative of the above organization will be on site during the time the meeting room is reserved to oversee adherence to these policies and regulations. I understand that the City of Thousand Oaks and the Library reserve the right to cancel any conference or meeting with 48-hours notice.

Organization Representative _____ Date _____

Library Director _____ Date _____



Meeting Room Reservation Agreement Equipment Reservation

Organization Name _____ Date of Event _____

The Library makes equipment available for use in the various library meeting rooms. Each room has a different capacity and different equipment is available for each one. Please indicate on the form below the equipment you will need for your meeting. Rental prices are indicated below and must be paid prior to your meeting date. If fees have not been pre-paid the equipment will not be available at the time of the meeting. **NOTE:** All meeting rooms are equipped with wireless Internet access. Presenters must test their access to Library wireless service when using personal laptops. Internet access cannot be guaranteed without prior testing.

Marvin E. Smith Community Room at Grant R. Brimhall Library (Capacity: 225)

Fees

<input type="checkbox"/> Microphones: Floor Stand, Table Top or Hand Held / \$10 each (max 4) <input type="checkbox"/> Podium Mic. / \$10 (max 1) <input type="checkbox"/> Handheld wireless / \$10 + deposit of \$450 (max 1) <input type="checkbox"/> Lapel wireless / \$10 + deposit of \$450 (max 1) <i>Please note: handheld wireless and lapel cannot be used together.</i>	Microphones _____
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<input type="checkbox"/> Video Presentation Kit / \$25 + deposit of \$450 Includes: <ul style="list-style-type: none"> <li style="width: 33%;">• Blu-ray/DVD/CD Player <li style="width: 33%;">• Flat Screen Television <li style="width: 33%;">• White Screen <li style="width: 33%;">• Projector <li style="width: 33%;">• Sound System <li style="width: 33%;">• Microphone (1) of any type, please specify: _____ <p style="font-size: small; margin-top: 10px;">Groups are responsible for securing public performance rights as applicable. This Kit does not include a laptop. 15 minutes of staff time will be provided to help with equipment set-up.</p>	Video Presentation Kit _____ Computer Kit _____
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<input type="checkbox"/> Computer Kit / \$50 + deposit of \$450 Includes: <ul style="list-style-type: none"> <li style="width: 33%;">• Blu-ray/DVD/CD Player <li style="width: 33%;">• Sound System <li style="width: 33%;">• Flat Screen Television <li style="width: 33%;">• Projector <li style="width: 33%;">• White Screen <li style="width: 33%;">• Microphone (1) of any type, please specify: _____ <li style="width: 33%;">• Laptop computer with Microsoft Windows 7 and Office 2010 <li style="width: 33%;">• Wireless Mouse <li style="width: 33%;">• Remote Presentation Control <p style="font-size: small; margin-top: 10px;">Groups are responsible for securing public performance rights as applicable. 15 minutes of staff time will be provided to help with equipment set-up.</p>	Piano _____ 32" Television DVD/VHS _____
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Piano / **\$100** (not available without advance reservation) (MES Room only)
 32" Flat screen television with DVD/VHS player / **\$10**

Conference Room at Grant R. Brimhall Library (Capacity 15 around a table)

<input type="checkbox"/> Conference Room Kit/ \$50.00 + deposit of \$450.00 Includes: <ul style="list-style-type: none"> <li style="width: 50%;">• Laptop computer with Microsoft Windows XP and Office 2010 <li style="width: 50%;">• Wireless mouse <li style="width: 50%;">• Remote presentation control <li style="width: 50%;">• White screen <li style="width: 50%;">• Speakers <p style="font-size: small; margin-top: 10px;">15 minutes of staff time will be provided to help with equipment set up.</p>	Conference Room Kit _____
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Newbury Park Branch Library Meeting Room (Capacity: 75)

<input type="checkbox"/> 32" Flat screen television with DVD/VHS player / \$10 <input type="checkbox"/> Handheld wireless, lapel wireless or podium microphone / \$10 each + deposit of \$450 <input type="checkbox"/> Video Presentation Kit (See 1 above.) <input type="checkbox"/> Computer Kit (See 2 above.)	TOTAL: _____
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Presenters using the Video, Computer, or Conference Room Kits must make arrangements at the time of booking for an appointment with the Library's IT Department to verify the compatibility of their program with the equipment provided.

Please initial _____