



**Grant R. Brimhall Library** - 1401 E. Janss Road, Thousand Oaks, CA 91362 • 805-449-2660  
**Newbury Park Library** - 2331 Borchard Road, Newbury Park, CA 91320 • 805-498-2139  
**www.tolibrary.org**

## Meeting Room Reservation Agreement

**Organization Name** \_\_\_\_\_ **Tax Exempt ID No. (if applicable)** \_\_\_\_\_

**Certificate of Insurance must be attached to agreement. Effective Date** \_\_\_\_\_ **Expiration Date** \_\_\_\_\_

*(Insurance shall be primary and non-contributory, and shall include an endorsement naming the City of Thousand Oaks, its officials, employees, agents, and volunteers as additional insured.)*

initials **Organization Representative Agents** *(Must be present during meeting.)* \_\_\_\_\_

**Address** \_\_\_\_\_

**Telephone:** (home) \_\_\_\_\_ (work) \_\_\_\_\_ **May we give your phone no. to the public?** Yes No

**E-mail:** \_\_\_\_\_ **Purpose of Meeting:** \_\_\_\_\_

**Will you be publicizing this event?** Yes No

<b>USER CATEGORIES</b>	<b>GROUP I &amp; II</b> [e.g., 501(c)(3)]	<b>GROUP III</b> [e.g., 527 org.]
	<ul style="list-style-type: none"> <li>• City of Thousand Oaks departments/committees.</li> <li>• Nonprofit Organizations <i>(Group must submit proof of nonprofit status from State or IRS.)</i></li> <li>• Other government agencies</li> </ul> <p><i>Fees:</i> <b>Grant R. Brimhall Library</b></p> <p style="margin-left: 20px;">Marvin E. Smith Community Room: No charge.</p> <p style="margin-left: 20px;">Conference Room B: No charge.</p> <p style="margin-left: 20px;">Technology Training Room: No charge.</p> <p><b>Newbury Park Branch Library</b></p> <p style="margin-left: 20px;">Meeting Room: No charge.</p>	<ul style="list-style-type: none"> <li>• Business and Commercial (for profit) organizations. No admission fees or product sales allowed.</li> <li>• Other groups with no evidence of nonprofit status.</li> </ul> <p><i>Fees:</i> <b>Grant R. Brimhall Library</b></p> <p style="margin-left: 20px;">Marvin E. Smith Community Room: \$100.00/hour.</p> <p style="margin-left: 20px;">Conference Room: \$40.00/hour.</p> <p style="margin-left: 20px;">Technology Training Room: \$50.00/hour</p> <p><b>Newbury Park Branch Library</b></p> <p style="margin-left: 20px;">Meeting Room: \$80.00/hour.</p>

**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.

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FACILITY	DATES	TIME <i>(begin and ending)</i>	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"/> Technology Training Room <i>cap. 25</i>	3 _____	3 _____	3 _____
<input type="checkbox"/> Newbury Park Meeting Room <i>cap. 75</i>	4 _____	4 _____	4 _____

FURNITURE	SET UP DIAGRAM	FEES	
<input type="checkbox"/> Tables # _____ <i>(6 foot tables)</i>	<input type="checkbox"/> Auditorium Style	Room	\$ _____
<input type="checkbox"/> Podium <i>(microphones reserved separately)</i>	<input type="checkbox"/> Classroom Style	Insurance	\$ _____
<input type="checkbox"/> Easel <input type="checkbox"/> Projector Screen	<input type="checkbox"/> Custom Style <i>(Over 100 Attend. Req.)</i>	<i>Processing Fee</i>	\$ _____
		Refreshments	\$ _____
		Equipment	\$ _____
		<b>TOTAL DUE:</b>	\$ _____

**Reservations cannot be submitted for approval until a current certificate of insurance and all fees/deposits have been received by Library Administration. If approved, confirmation in the form of an approved copy of this agreement will be sent to the Organization Representative. 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.

*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.*

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\_\_\_\_\_  
 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 10 days 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. Changes to set up and/or equipment requests can only be made up to 10 days prior to your event.

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

<p>_____ Microphones: <input type="checkbox"/> Floor Stand    <input type="checkbox"/> Table Top    <input type="checkbox"/> Hand Held    / <b>\$10 each</b> (max 4)</p> <p>_____ Podium Mic. / <b>\$10</b> (max 1)</p> <p>_____ Handheld wireless / <b>\$10 + deposit of \$450</b> (max 1)</p> <p>_____ Lapel wireless / <b>\$10 + deposit of \$450</b> (max 1)</p> <p style="text-align: center;"><i>Please note: handheld wireless and lapel cannot be used together.</i></p>	<p>Microphones _____</p>
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<p>_____ Video Presentation Kit / <b>\$25 + deposit of \$450</b></p> <p>Includes:    • Blu-ray/DVD/CD Player    • Flat Screen Television    • White Screen</p> <p>①            • Projector                                    • Sound System</p> <p>                 • Microphone (1) of any type, please specify: _____</p> <p><i>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.</i></p>	<p>Video Presentation Kit _____ <i>(\$450 Deposit)</i></p>
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<p>_____ Computer Kit / <b>\$50 + deposit of \$450</b></p> <p>Includes:    • Blu-ray/DVD/CD Player    • Sound System    • Flat Screen Television</p> <p>                 • Projector                                    • White Screen</p> <p>②            • Microphone (1) of any type, please specify: _____</p> <p>                 • Laptop computer with Microsoft Windows 7 and Office 2010</p> <p>                 • Wireless Mouse                            • Remote Presentation Control</p> <p><i>Groups are responsible for securing public performance rights as applicable. 15 minutes of staff time will be provided to help with equipment set-up.</i></p>	<p>Computer Kit _____ <i>(\$450 Deposit)</i></p>
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<p>_____ Piano / <b>\$130</b> (not available without advance reservation) (MES Room only)</p> <p>_____ 32" Flat screen television with DVD/VHS player / <b>\$10</b></p>	<p>Piano _____</p> <p>32" Television DVD/VHS _____</p>
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## Conference Room B (Capacity 15) / Technology Training Room (Capacity 25)

<p>_____ Conference Room Kit/<b>\$50.00 + deposit of \$450.00</b></p> <p>Includes:    • Laptop computer with Microsoft Windows XP and Office 2010</p> <p>                 • Wireless mouse                            • Remote presentation control</p> <p>                 • White screen                                • Speakers</p> <p style="text-align: center;"><i>15 minutes of staff time will be provided to help with equipment set up.</i></p>	<p>Conference Room Kit _____ <i>(\$450 Deposit)</i></p>
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## Newbury Park Branch Library Meeting Room (Capacity: 75)

<p>_____ 32" Flat screen television with DVD/VHS player / <b>\$10</b></p> <p>_____ Microphones: <input type="checkbox"/> Handheld wireless    <input type="checkbox"/> Lapel wireless    <input type="checkbox"/> Podium Mic    / <b>\$10 each</b></p> <p style="text-align: center;"><b>Deposit of \$450 for wireless microphones</b></p> <p>_____ Video Presentation Kit (See ① above.)</p> <p>_____ Computer Kit (See ② above.)</p>	<p>TOTAL: _____</p>
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Organizations or their presenters who request to use 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. Otherwise, compatibility of their program cannot be guaranteed.

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