



Rental Policies and Regulations for the Thousand Oaks Library System Meeting Rooms

The meeting rooms of the Thousand Oaks Library System are available to the public when not in use for Library or City activities. *The fact that a group or organization is granted permission to meet in the Library in no way constitutes endorsement of the policies or beliefs of that organization by the Library or City.*

General Regulations:

1. Responsible party must be an adult 21 years of age or over. Proof of age may be required.
2. All events must be open to the public at large.
3. Members of groups using a room will not be paged to the telephone except in cases of emergency. Library staff will not accept telephone messages for meeting attendees.
4. Groups can schedule rooms up to two days in one month at the Grant R. Brimhall Library and once a month at the Newbury Park Branch Library.
5. Alcoholic beverages cannot be served.
6. Materials may not be affixed to any surface (e.g., walls, doors, windows, and driveways) on Library property.
7. Buildings are smoke free.
8. Groups using the meeting rooms are responsible for setup and take down of chairs, and for leaving the rooms clean and free of trash. A custodial fee of \$25.00 per hour will be imposed if these conditions are not met.

Room Reservations:

Information and applications may be obtained by going to www.tolibrary.org or calling the Library at (805) 449-2660 ext. 7353.

Reservations will be taken 30 days out from today's date up to six months in advance.

An approved application and insurance documents must be on file with the Library before a meeting may take place.

Group Categories:

- Group I&II: City of Thousand Oaks Departments, Committees and other government agencies. Nonprofit groups providing tax-exempt ID numbers or IRS exemption letters. (An admission fee, registration or membership fee to a nonprofit organization's meeting is permissible to help defray the cost of a speaker or presentation; however it should not keep individuals who are unable to pay from attending the meeting.)
- Group III: Business and commercial (for profit) organizations and groups that cannot provide evidence of nonprofit status. (No admission fees or product sales allowed.)

Insurance:

Non-City groups are required to furnish City-approved insurance certificates. Please see "Certificate of Insurance Requirements". **All reservations are considered tentative until Library Administration has received City approved Certificate of Insurance.**

Library Hours:The Grant R. Brimhall Library

Monday through Thursday 10:00 a.m. to 8:00 p.m.

Fridays from 10:00 a.m. to 6:00 p.m.

Saturday from 10:00 a.m. to 5:00 p.m.

Sunday from 12:00 a.m. to 5:00 p.m. Sunday reservations are generally not accepted.

The Newbury Park Branch Library

Monday through Wednesdays 12:00 to 8:00 p.m.

Thursday through Friday 10:00 to 6:00 p.m.

Saturdays from 10:00 to 5:00 p.m.

Sundays — closed

The library meeting rooms are not available after hours or on City or Library holidays.

Capacity:

Grant R. Brimhall Library

Marvin E. Smith Community Room - capacity 225

Conference Room - conference table seating for up to 15 (available evenings only)

Newbury Park Branch Library

Meeting Room - capacity 75

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

Equipment:

Audio visual equipment, community room sound system, and special furniture must be requested at the time of reservation and specified on the Meeting Room Application form. Library staff is not available to run equipment; please be sure you have someone who can operate the reserved item. Equipment is limited at Newbury Park Branch Library.

Wireless Internet Access: Free wireless access is available at Grant R. Brimhall Library and Newbury Park Branch Library for patrons using their own wireless-capable devices. At this time, the library does not loan or otherwise make available any wireless devices.

Fees:

Reservations are considered tentative until Library Administration has received all fees.

(See Meeting Room Application.)

Damages:

Any damages, including spills, should be reported immediately. Damage will be charged to the user. Groups leaving meeting rooms in poor condition may be denied further use.

Changes:

Any changes in the reservation application, i.e., equipment, and/or furniture change, must be requested at least 48 hours prior to the meeting; the Library may not be able to comply with last-minute changes or requests.

Cancellation:

Cancellation of a reservation is the responsibility of the organization representative. Failure to notify the library of a cancellation will affect future meeting room privileges. Cancellation must be 48 hours in advance to receive a credit/refund of fees. In extreme circumstances, the Library reserves the right, with 48 hours notice, to cancel the use of a meeting room.

Confirmation:

Confirmation will be given by email following library approval. Please proceed to pay all fees promptly.

Closing:

Groups must vacate rooms at the time designated on the Meeting Room Application (or earlier). Upon leaving the room, a representative from the organization must notify library personnel that the room is vacant so that it may be locked. Any damages resulting from failure to do so will be charged to the user, and future room use may be denied.