

## Meeting Room Reservation Agreement

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

Certificate of Insurance must be included with the agreement. Effective Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Organization Representative/Agent (*Must be present during the meeting.*) \_\_\_\_\_

Address \_\_\_\_\_

Telephone/Cell: \_\_\_\_\_ May we give your phone number 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)] <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> Fees: <b>Grant R. Brimhall Library</b> Marvin E. Smith Community Room: No charge. Technology Training Room: No charge.  <b>Newbury Park Branch Library</b> Meeting Room: No charge.	<b>GROUP III</b> [e.g., 527 org.] <ul style="list-style-type: none"> <li>• Business and Commercial (For-Profit) organizations. No admission fees or product sales.</li> <li>• Other groups with no evidence of nonprofit status.</li> </ul> Fees: <b>Grant R. Brimhall Library</b> Marvin E. Smith Community Room: \$100.00/hr. Technology Training Room: \$ 50.00/hr.  <b>Newbury Park Branch Library</b> Meeting Room: \$ 80.00/hr.
------------------------	--	--

FACILITY	DATES	TIME (beginning and ending)	EST. ATTEND.
<input type="checkbox"/> M. E. Smith Community Rm. cap. 225	1 _____	1 _____	1 _____
<input type="checkbox"/> Technology Training Room cap. 25	2 _____	2 _____	2 _____
<input type="checkbox"/> Newbury Park Meeting Room cap. 75	3 _____	3 _____	3 _____

FURNITURE	SET UP DIAGRAM	FEES	
<input type="checkbox"/> Tables # _____ (6 foot tables) <input type="checkbox"/> Podium ( <i>microphones reserved separately</i> ) <input type="checkbox"/> Easel <input type="checkbox"/> Projector Screen	<input type="checkbox"/> Auditorium Style <input type="checkbox"/> Classroom Style <input type="checkbox"/> Custom Style (Over 100 Attend. Req.)	Room	\$ _____
		Insurance	\$ _____
		Processing Fee	\$ _____
		Refreshments	\$ _____
		Equipment	\$ _____
		<b>TOTAL DUE:</b>	\$ _____
<b>CHAIRS</b> <input type="checkbox"/> 0-49 (\$0) <input type="checkbox"/> 50-99 (\$40) <input type="checkbox"/> 100-149 (\$60) <input type="checkbox"/> 150-175 (\$80)	<b>REFRESHMENTS</b> <i>(Supplied by the Organization)</i> <input type="checkbox"/> A \$25 fee will be charged to groups serving refreshments of any kind.		



## Meeting Room Reservation Agreement

Organization Name \_\_\_\_\_ Event Date \_\_\_\_\_  No equipment needed.

\_\_\_\_\_  
(initials) Organizations or their presenters who request to use the Video, Computer, or Conference Room Kit agree to make arrangements at the time of booking for an appointment with Library staff to verify the compatibility of program contents with Library equipment requested. Otherwise, compatibility cannot be guaranteed. Groups also agree to secure their own public performance rights as applicable to their events.

Please use the form below to request equipment for your event. Rental prices are below.

### Fees

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

- Microphones  Floor Stand  Tabletop  Handheld / \$10 ea. (4 Max.)  
 Podium Mic. / \$10 (1 Max.)  
 Handheld Wireless / \$10 (1 Max.)  
 Lapel Wireless / \$10 (1 Max.)  
 Piano / Market Price - Reserved in advance. No refunds once piano is tuned. (1 Max.)  
 Video Presentation Kit **-OR-**  Computer Kit **(See below for Kit contents.)**  
 (\$25) (\$50)

**Note: The Handheld wireless and lapel wireless cannot be used together.**

#### Technology Training Room (Capacity: 25)

- Technology Training Room (TTR) Kit / \$50 **(See below for Kit contents.)**

#### Newbury Park Library Meeting Room (Capacity: 75)

- Microphones  Podium  Lapel Wireless  Handheld Wireless / \$10 ea. (4 Max.)  
 Video Presentation Kit **-OR-**  Computer Kit **(See below for Kit contents.)**  
 (\$25) (\$50)

Microphone: \$ \_\_\_\_\_

Computer Kit: \$ \_\_\_\_\_

Video Pres. Kit: \$ \_\_\_\_\_

TTR Kit: \$ \_\_\_\_\_

Piano\*: \$ \_\_\_\_\_

TOTAL: \$ \_\_\_\_\_

\* Market price. No refunds once piano is tuned.

No equipment needed

<p style="text-align: center;"><b>Computer Kit</b> (\$50)</p> <ul style="list-style-type: none"> <li>Blu-Ray/DVD/CD Player</li> <li>Projector &amp; White Screen</li> <li>Sound System</li> <li>One Free Microphone</li> <li>Windows Laptop with Office</li> <li>Wireless Mouse</li> <li>Remote Presentation Control</li> </ul>	<p style="text-align: center;"><b>Video Presentation Kit</b> (\$25)</p> <ul style="list-style-type: none"> <li>Blu-Ray/DVD/CD Player</li> <li>Projector &amp; White Screen</li> <li>Sound System</li> <li>One Free Microphone</li> </ul>	<p style="text-align: center;"><b>Tech. Training Room (TTR) Kit</b> (\$50)</p> <ul style="list-style-type: none"> <li>Windows Laptop with Office</li> <li>Wireless Mouse</li> <li>Remote Presentation Control</li> <li>Flat Screen Television with Speakers</li> </ul>
---	--	--

**When a Kit is purchased, 15 minutes of staff time will be provided to help with Kit setup and orientation.**



## Meeting Room Reservation Agreement

### Policies and Regulations

*The meeting rooms of the Thousand Oaks and Newbury Park Libraries are available to the public when not in use for Library or City activities. That a group, organization, or individual is granted permission to meet in the Library in no way constitutes an endorsement of the policies or beliefs of that organization by the Library or City.*

1. The responsible party renting Library facilities must be 18 years of age or older and agrees to provide proof of age when requested.
2. The responsible party agrees that an authorized representative of the organization will be on-site during the times the meeting room is reserved to oversee adherence to these policies and regulations.
3. The responsible party agrees to have event insurance that meets the current standards of the City of Thousand Oaks in place prior to the date of the event and that the insurance shall be primary, non-contributory, and shall include an endorsement naming the City of Thousand Oaks, its officials, employees, agents, and volunteers as additional insured.
4. The responsible party agrees that all event publicity, if any, will have the phrase "This program is not a Thousand Oaks Library sponsored event."
5. The responsible party agrees to strictly adhere to capacity regulations, ensure access to storage areas and rooms is not blocked and acknowledges that event adjournment will be required if a violation of capacity regulations occurs.
6. The responsible party agrees to not serve alcoholic beverages or allow smoking and/or vaping.
7. The responsible party agrees to hold their event within the Library's operational hours.
8. The responsible party agrees to be given access to their room no earlier than 15 minutes before their scheduled reservation if scheduling permits and the room is not being used by staff to set up or break down a program.
9. The responsible party agrees to not affix materials to any surface (e.g., walls, doors, windows, driveways) on Library property.
10. The responsible party agrees to leave all rented spaces clean and free of trash and agrees to pay a custodial fee of \$25 per hour upon demand if this condition is not met.
11. The responsible party agrees to request any audio-visual equipment or furniture at the time of application submission using the second page of the Meeting Room Reservation Agreement form.
12. The responsible party agrees to have a group representative present during the event to operate any requested equipment and acknowledges that Library staff will be unavailable to operate the requested equipment.
13. The responsible party acknowledges that wireless Internet access is available at both Libraries for personal devices, and agrees that presenters will test their personal equipment for compatibility with the Library's public network prior to an event.
14. The responsible party agrees to report any damages, such as but not limited to spills, to Library staff immediately and to pay for damages stemming from their event upon demand and acknowledges that groups who leave meeting rooms in poor or damaged conditions may have future reservation requests declined by the Library.
15. The responsible party agrees that any changes to the reservation, such as to equipment and furniture, will be made with at least 48 hours of notice to the Library before the event, and also agrees that the Library reserves the right to decline any changes to the reservation after approval has been given.
16. The responsible party agrees to provide cancellation notice to the Library of an event with at least 48 hours of notice prior to the event in order to request a refund of fees paid.
17. The responsible party agrees to vacate their reserved space at the time specified on the Meeting Room Reservation Agreement, to notify Library staff that the room is vacant so that it can be secured, and to pay for any damages resulting from the group's failure to notify Library staff that the room is vacant upon demand. The responsible party acknowledges that failure to pay for damages may result in future reservation requests being declined by the Library.
18. The responsible party agrees to receive formal reservation confirmation via e-mail and acknowledges that the Library suggests that no plans be made until the responsible party receives formal confirmation of the reservation from the Library.
19. The responsible party agrees to pay all fees/payments due to the Library prior to the event date and that if payment has not been made the day before the event, the room, equipment, or options selected will not be available to the responsible party.
20. The responsible party agrees to submit a Merchandising Agreement if any merchandise will be sold at the event.



## Meeting Room Reservation Agreement

### Meeting Room Limitation of Liability and Indemnification Agreement

I, as the responsible party and organization representative, have received, read, and understand the Meeting 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 Thousand Oaks and the Library reserve the right to cancel any event, approved or in process, with 48 hours of notice, and that the City of Thousand Oaks and the Library also reserve the right to immediately cancel any event in progress if there is a violation of these Policies and Regulations or of California or Federal law.**

I, as the responsible party and organization representative, am authorized to, and hereby fully release and discharge the Thousand Oaks Library, the City of Thousand Oaks, its officials, employees, agents, and volunteers from any and all claims from injuries, including death, damages or loss, which may arise, 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 Thousand Oaks Library, the City of Thousand Oaks, 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 Meeting Room pursuant to this agreement.

---

*Organization Representative/  
Responsible Party*

*Date*

---

*Library Director*

*Date*