



8 Town Square Murrieta, CA 92562 (951) 304-BOOK FAX (951) 696-0165

## Facility Rental Application Form

Please complete the following and return to the Murrieta Public Library. Completion of this form does not guarantee that your request will be granted. If the facility is available, the complete deposit must be submitted to reserve the date(s).

Group:			
Contact/Responsible Person: <small>(MUST be 21 or older, and on site during event)</small>		Alternate Contact Person: <small>(MUST be 21 or older, and on site during event)</small>	
Address	Phone	Address	Phone
City, Zip	E-mail Address	City, Zip	E-mail Address

### General Event Information

1. Date(s) requested:	2. Reservation Times: <small>Room is not reservable 30 minutes prior to closing</small>	3. Total Reservation Hours:
Reservation times must include set-up and clean-up and be within library business hours. <small>(Renters are not to exceed reservation times, must not arrive early or leave late)</small>		
4. Time guests will arrive:	5. Purpose of Event:	
6. Estimated Attendance: _____ adults _____ children	7. Is this event open to the public? Y / N	
8. Will you need to use the audio/visual equipment? Y / N <small>If yes, what will you need to use? (Must get approval at least 10 days prior to event and AV equipment to be operated by staff only)</small>	9. Will you bring your own equipment? Y / N	
10. Will contributions be solicited? Y / N	11. Will items be offered for sale? Y / N	12. Will food be sold? Y / N
13. Will food be served? Y / N	14. Will the event be catered? Y / N	
For questions 10-11, describe purposes for proceeds collected.		

### Fee Schedule

Description	Resident:	Non Resident:	Non-Profit <small>Regardless of residency status</small>
Hourly Rental Fee:	\$100 hr	\$150 hr	\$25 hr <small>Must provide IRS 501C3 form</small>
Piano Use Fee: <small>(In addition to room rental fee)</small>	\$25 per rental		
Facility Deposit:	\$300 refundable deposit <small>Deposit required for each reservation date</small>		
Kitchen Deposit:	\$100 refundable deposit <small>Deposit required for each reservation date</small>		
Cleaning Fee:	Room must be returned to the same condition it was when rented. If not, cleaning costs of \$65.00 per man hour will be deducted from the Facility and/or Kitchen Deposit and the balance (if any) will be refunded.		
Insurance Co. & Policy #: _____ <small>Any person or group reserving the Community Room must provide a \$100,000 general liability insurance policy naming the City of Murrieta as additionally insured.</small>			
For Office Use Only			
Date Received	Received By	Approved By	Date Approved
Notes:			

PLEASE PRINT CLEARLY

Revised 6-5-15 AP



## MURRIETA PUBLIC LIBRARY

### COMMUNITY ROOM/FACILITY RENTAL

**POLICY STATEMENT:** The Murrieta Public Library upholds the following policy outlined by the American Library Association "Library Bill of Rights" concerning meeting rooms:

"Libraries which make meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of the individuals or groups requesting their use."

The Community Room is reserved primarily for activities conducted or sponsored by the Library, and these events take precedence over all others. Priority will be given to regularly scheduled meetings of Library sponsored organizations and programs and City of Murrieta affiliated organizations first, then to community groups such as community councils, planning groups, recreation councils and other. The Library also welcomes the use of the Community Room for educational, civic, charitable, commercial and cultural purposes. All organizations, private and non-profit, will conduct their activities under the following conditions:

- \_\_\_\_\_ Programs, services and activities should be accessible to all individuals, including individuals with disabilities.
- \_\_\_\_\_ Use of meeting facility does not constitute Library endorsement of the program.
- \_\_\_\_\_ No advertisement or announcement implying such endorsement will be allowed.
- \_\_\_\_\_ No organization using the Library as a meeting facility or for any program or event, other than one sponsored by the Library, shall use the Library as its official address.
- \_\_\_\_\_ The Murrieta Public Library, in accordance with the adopted fee schedule of the City of Murrieta, may charge fees for the use of the Community Room, may charge deposits for cleaning, may charge for additional cleaning if deemed necessary by Library staff, may collect a cancellation processing fee, and may collect a service charge on all returned checks.
- \_\_\_\_\_ Proof of a general liability insurance policy with a minimum of \$100,000 in coverage, with an endorsement naming the City of Murrieta as additional insured, is required for use of the Community Room and must be provided prior to rental. (Sample attached.)

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- \_\_\_\_\_ A refundable deposit must be made at the time of application submission. Full payment must be received for the total invoiced amount on or before the date of the event, which is thirty (30) days prior to the first event date requested. When a reservation is made less than thirty (30) days in advance, full payment must be provided within three (3) days of the application submission. Failure to make full payment on or before the due date will result in cancellation of all the tentative reserved dates by the organization or individual.
  
- \_\_\_\_\_ The deposit refund will be issued within two to three weeks of rental date. A deposit for the facility rental can be kept for consecutive bookings. See *Fee Schedule for details*.
  
- \_\_\_\_\_ The number of attendees shall not exceed the max capacity of 185, as posted by the Fire Marshal.
  
- \_\_\_\_\_ Smoking is prohibited. Use of fires and candles is prohibited.
  
- \_\_\_\_\_ The applicant is responsible for managing the orderly behavior of all attendees and must remain onsite for the duration of the event.
  
- \_\_\_\_\_ Alcoholic beverages are not allowed in the facility or parking lot. Failure to comply with this policy will result in immediate closure of the facility and the Police being called.
  
- \_\_\_\_\_ Adult supervision is required for any group of minors. There must be at least one (1) adult present and responsible for each ten (10) minors (ages 13 – 18) and/or one (1) adult present for each six (6) children (ages infant to 12) at all times.
  
- \_\_\_\_\_ Misconduct by participants or misrepresentation on the application may result in rejection of an organization's future applications. (In the event of severe misconduct, Library staff may immediately terminate the event/meeting and clear the premises.). Groups are responsible for controlling noise that could be disturbing to other activities within the Library.
  
- \_\_\_\_\_ Applicants must be age twenty-one (21) or older.
  
- \_\_\_\_\_ The individual signing the Facility Rental Application Form will be held responsible for all fees and damages.
  
- \_\_\_\_\_ Use of the facility is not transferable to another person or group.

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\_\_\_\_\_ Facility reservations will not be approved for any group or individual for use on an ongoing basis. Other than City or Library sponsored groups, all other groups, Organizations and individuals are permitted up to two (2) meeting dates per month, and no more than three (3) consecutive months of booking the Room.

\_\_\_\_\_ During the third month, the reserving group may check the availability of the Community Room for the next three (3) months and if available, may reserve the Room for another three (3) months. This procedure can continue as required/needed by the group. The Community Room is reserved on a first come, first served basis. Applications for reservations must be made at least ten (10) days in advance, but may be reserved no more than three to six months in advance.

\_\_\_\_\_ Access to and security of the Community Room and equipment will be controlled by Library personnel. The Community Room is available for use during the Library's normal hours of operation as follows:

Mondays & Tuesdays:	10:00 a.m. – 8:00 p.m.
Wednesdays & Thursdays:	10:00 a.m. – 6:00 p.m.
Fridays & Saturdays:	12:00 p.m. – 5:00 p.m.

\_\_\_\_\_ ALL MEMBERS OF THE ORGANIZATION AND AUDIENCE MUST LEAVE THE COMMUNITY ROOM AND LIBRARY BUILDING 30 MINUTES PRIOR TO THE LIBRARY'S CLOSING TIME. Cleaning the Room and putting the furniture back as required is included in the organization's booking time and must also be completed within the 30 minutes prior to the Library's closing. No additional time for set up or clean up will be permitted. SET UP TIME MUST BE CALCULATED TO OCCUR AFTER 10:00 AM ON MONDAY THROUGH THURSDAY AND AFTER 12:00 PM ON FRIDAY AND SATURDAY.

\_\_\_\_\_ The sponsoring organization/individual will be responsible for setting up, cleaning up and returning the furniture to the original arrangement. At the end of the event, the person responsible for reserving the Room must ask a Library staff member to examine the Room, with a check-off list, to assure that it has been returned to its original state before the security deposit refund is processed.

\_\_\_\_\_ The Community Room kitchen is not intended for cooking, but rather to provide convenient space for the preparation of ready-to-serve foods. All organizations/individuals must bring their own kitchen supplies. The Library is not responsible for supplying paper goods, cups, food, tea, coffee, condiments or containers.

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- \_\_\_\_\_ Refreshments may not be taken from the meeting facilities to other areas of the Library. Groups using the kitchen are expected to leave it in the condition in which it was found. Failure to do so will result in a clean-up fee.
- \_\_\_\_\_ The grand piano can only be used with the permission of Library personnel, specifically, and only for scheduled concerts and recitals.
- \_\_\_\_\_ The audio visual and computer equipment is operated by the City of Murrieta and Murrieta Public Library staff only. Request for the use of the equipment must be made at the time the application for the Room is submitted or no later than ten (10) business days prior to the event.
- \_\_\_\_\_ The Library Manager must approve any for-profit use. Groups using the Community Room will be permitted to make sales within the following parameters:
- All sales must be confined within the Community Room.
  - No effort shall be made to solicit Library patrons, entering, exiting or using the Library facility.
  - No signage may be posted on or outside of the Community Room walls.
- \_\_\_\_\_ The following are **NOT** permitted:
- No decorations using nails, tape, staples, or glue on the walls, floors, doors, or ceilings may be used.
  - No pets or animals inside the building.
  - No driving vehicles on the Library's sidewalks or entry-ways to load or unload event paraphernalia.
  - No throwing of rice, bird seed, confetti or other small bits of materials.
  - No use of Library telephones, or equipment other than what is normally provided in the Community Room.
  - No deliveries are to be made to the Library unless the sponsor is present to accept them and temporary storage space has been pre-arranged.
  - Political and religious signs may not be posted on or outside of the Community Room walls.
  - All signs must be taken down at the end of the event's activities.
- \_\_\_\_\_ Permission to use the Community Room does not constitute an endorsement of an organization's beliefs, policies, or procedures by the City of Murrieta, the Library Advisory Commission, or the Murrieta Public Library staff.

**MURRIETA PUBLIC LIBRARY  
COMMUNITY ROOM/FACILITY RENTAL**

\_\_\_\_\_ All publicity for the activity or event is the sole responsibility of the applicant and must clearly identify the sponsoring organization. The location of the Library as "8 Town Square" may be publicized, but the Library telephone number may not be placed on publicity, nor written into any press information since the Library is not a source of information concerning the event or activity.

\_\_\_\_\_ The Library staff may refuse or cancel any application. Notice will be given with appropriate explanation. Cancellation or an application for use may be denied for the following reasons:

1. Applicant has unsatisfactory record of prior use
2. Hazardous conditions exist within the facility
3. Non-payment of fees before due date
4. Failure to give proper cancellation notice
5. Civic emergencies
6. False or misleading information from the applicant
7. Other applicant misrepresentation

\_\_\_\_\_ An individual, group or organization that has been denied permission to use the Community Room may appeal such denial by submitting written documentation within ten (10) calendar days of denial to the Library Services Manager.

\_\_\_\_\_ There are NO exceptions to the aforementioned policies and procedures.

I have read and agree to adhere to the above rules. I understand that violation of any of the above rules may result in my event being cancelled and forfeiture of all fees paid.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Witnessed by Library Staff Member: \_\_\_\_\_ Date: \_\_\_\_\_

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY)

PRODUCER

Your Insurance Agent & Address

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSUREERS AFFORDING COVERAGE

INSURED

Name & Address

INSURER A: Insurance Company Name

INSURER B: Insurance Company Name

INSURER C:

INSURER D:

INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Table with columns: TYPE OF INSURANCE, POLICY NUMBER, POLICY EFFECTIVE DATE, POLICY EXPIRATION DATE, and LIMITS. Rows include General Liability, Automobile Liability, Garage Liability, Excess Liability, Workers Compensation, and Other.

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

All Operations Performed at the City of Murrieta.

CERTIFICATE HOLDER

ADDITIONAL INSURED; INSURER LETTER: \_

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIONS

AUTHORIZED REPRESENTATIVE

City of Murrieta
1 Town Square
Murrieta, CA 92562

John Doe

**INSURED:**

POLICY NUMBER: XXXXXXXX

COMMERCIAL GENERAL LIABILITY

THIS **ENDORSEMENT** CHANGES THE POLICY. PLEASE READ IT CAREFULLY

**ADDITIONAL INSURED—OWNERS, LESSEES OR CONTRACTORS  
(FORM B)**

\* This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART.

**SCHEDULE**

Name of Person or Organization:

**The City of Murrieta and its respective officers and employees are included as additional insureds under the policy.**

**Insured's insurance coverage shall be primary insurance as respects the City, its officers, employees and volunteers.**

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule, but only with respect to liability arising out of "your work" for that insured by or for you.

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Signature  
Authorized Representative