

GLENDALE PUBLIC LIBRARY  
FACILITIES RESERVATION REQUEST & AGREEMENT

All groups, organizations, or individuals who are given approval to use any of the Glendale Public Library meeting facilities must agree to the following:

1. All instructions of the staff must be followed.
2. The authorized representative signing the contract must remain on the premises throughout the period for which it is reserved to ensure the safety and security of attendees and the facility and that the Library's standards of behavior are observed.
3. The maximum number of attendees will not exceed seating capacity as stated on the Library's Fees and Facilities schedule.
4. During events held while the Library is open to the public, quiet must be observed. Meeting Room doors must be closed. If the Library is closed, there is no access to that portion of the building. Renters causing noise disruption to Library operation may forfeit their right to future rentals or be required to rent during closed hours.
5. Library business telephones may not be used by renters.
6. All damage or theft that occurs while Library facilities and equipment related to the event are being used is the responsibility of the authorized representative signing the contract.
7. No disturbance, change or removal of exhibits is allowed.
8. No pictures, displays, signs, instructions or any other materials may be hung or affixed to the walls, furnishings or equipment.
9. Doors, desks and aisles must be kept free from obstructions.
10. Changes to the arrangement of furniture and equipment specified in the Reservation Request and Agreement must be made prior to 15 days before the event. Any desired changes made to the furniture arrangement within 15 days of the event must physically be made by the renter during the scheduled time of the event, at the renter's own risk and liability, and must be returned to the former setup before leaving the Library.
11. All technical arrangements regarding lighting, use of audio-visual and/or other equipment, seating quantity and arrangements, etc. must be pre-arranged by signed contract using the Facility and Equipment Request and Sign Out Form. No changes can be made at time of the event.
12. No electrical, computer, film or audio equipment may be brought into the Library unless pre-approved in writing.

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13. Storage of personal property in any library area is not permitted.
14. Library facilities must be left in a good and clean condition after meetings or events.
15. No smoking is allowed at any time in Library buildings or on library property.
16. No alcohol is allowed at any time in Library meeting spaces or buildings or on Library premises.
17. No food or beverages may be served on the premises, unless prearranged by contract and upon payment of the non-refundable reception fee. If renter claims food and/or beverages will not be served, and food is present, renter will be charged the non-refundable reception fee.
18. Library staff use of kitchen facilities may not be obstructed.
19. Pianos at the Central and Brand libraries may not be moved from the stage under any circumstances. No other piano is allowed in the room. The City maintains a regular schedule of tuning for the pianos. Any additional tuning will be at the user's expense and only the City's contract tuner may be used. If tuning or rehearsal time is required, please call (818) 548-2030 (for the Central Library) or (818) 548-2051 (for Brand Library) for more information and to make arrangements.
20. The Library will only allow the sale of merchandise at sponsored events in compliance with the Library's Co-Sponsorship Policy.
21. The Library's mailing address, telephone, or email contact may not be used by organizations meeting at the Library.
22. The Library assumes no responsibility for publicity and promotion of events.
23. All persons, groups, or organizations using City facilities under this agreement take the premises "as is" and assume all risks of injury, including death, to members of the group, organization, event participants, and event spectators (which might arise out of activities or out of conditions present on the City facilities and grounds).
  - a. Every person, group, or organization shall inspect the City facilities for unsafe or dangerous condition prior to use. Any discovered unsafe condition must be reported to City Staff for repair, in writing. Prior to using under this agreement, it is permitted to reopen the facility to see that the dangerous condition is corrected or barricaded, or an appropriate and effective warning posted by permittee.

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b. Every person, group, or organization using City facilities under this agreement shall indemnify, hold harmless and defend City, its City Council, officers and employees from any and all liability or financial loss, costs, or expenses (including attorney's fees and costs) resulting from any suits, claims, losses or actions brought against the City, its Council, officers and/or employees which results directly or indirectly from the wrongful or negligent actions of permittee (including its sponsor, spectators, participants, members, officers, directors or agents).

Wrongful or negligent actions include failure to adequately inspect, discover, and remedy or warn of defects in the premises or grounds.

c. Every person, group, or organization using City facilities under this agreement shall procure and maintain, in full force and effect, during the period of permitted use, a policy of insurance satisfactory to City which shall insure City against any liability of whatsoever nature on account of bodily injury (including death) or property damage arising out of or in connection with the event or activity or the use of said premises by permittee (including sponsor, participants, spectators, officers, directors, partners, or agents), including all costs of defending any claim arising as a result thereof. The insurance policies required herein shall be in an amount and on forms approved by the City. City, at City's sole option, may waive all or part of the foregoing requirements regarding indemnity and insurance, or require the user to obtain similar insurance coverage, either through the City or by other arrangement approved by the City, and user shall be required to reimburse City for the cost of any insurance provided pursuant hereto.

24. All rules and regulations not contained in this list, including those found in the laws of the State of California, City of Glendale Charter and Municipal Codes, and any lawful order of law enforcement officials, Library staff, fire officials, or duly authorized employee of the City, must be adhered to. All provisions of the Glendale Municipal Code are incorporated by reference herein as if fully set forth. Copies of the City Charter and Municipal Codes are available in the office of the City Clerk and at all Glendale libraries.
25. The Glendale Public Library reserves the right to deny use of these facilities to any group, organization or individual that may cause disruption to the ordinary and usual operations of the Library facility.
26. Any changes in scheduling must be made no later than 30 calendar days prior to the event. Fees for reservations which are cancelled 30 or more days prior to the event will be refunded as provided in Glendale Municipal Code, Section 5-7 et seq. No refund will be given for cancellations made less than 30 calendar days prior to the event (GMC, section 5-7 et seq.).



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**FACILITY AND EQUIPMENT REQUEST LIST**

PLEASE CHECK THE FACILITY YOU WOULD LIKE TO RENT AND EQUIPMENT NEEDED.

- |   |   |
|---|---|
| <input type="checkbox"/> Central Library Auditorium | <input type="checkbox"/> Casa Verdugo Library Meeting Room              |
| <input type="checkbox"/> Piano                      | <input type="checkbox"/> VCR, DVD player and monitor                    |
| <input type="checkbox"/> Podium                     | <input type="checkbox"/> Tables (max. 4)                                |
| <input type="checkbox"/> Microphone(s) # ____       | <input type="checkbox"/> Chairs (max. 35)                               |
| <input type="checkbox"/> Floor                      |   |
| <input type="checkbox"/> Podium                     |   |
| <input type="checkbox"/> Desk                       | <input type="checkbox"/> Chevy Chase Library Meeting Room               |
| <input type="checkbox"/> CD Player                  |   |
| <input type="checkbox"/> VHS Video Player           | <input type="checkbox"/> VCR, DVD player and monitor                    |
| <input type="checkbox"/> DVD Player                 | <input type="checkbox"/> Mounted Projection Screen                      |
| <input type="checkbox"/> Projection screen          | <input type="checkbox"/> Portable Projection Screen                     |
| <input type="checkbox"/> Overhead projector         | <input type="checkbox"/> Tables (max. 4)                                |
| <input type="checkbox"/> Multimedia projector       | <input type="checkbox"/> Chairs (max. 35)                               |
| <input type="checkbox"/> Easel                      |   |
| <input type="checkbox"/> Whiteboard                 |   |
| <input type="checkbox"/> Table(s) # _____           |   |
| <input type="checkbox"/> Chairs (max. 230)          |   |
| <br>  |   |
| <input type="checkbox"/> Brand Library Recital Hall | <input type="checkbox"/> Montrose-Crescenta Library Valley Meeting Room |
| <input type="checkbox"/> Piano                      |   |
| <input type="checkbox"/> 2 <sup>nd</sup> Piano      | <input type="checkbox"/> Projection screen                              |
| <input type="checkbox"/> Podium                     | <input type="checkbox"/> Tables (max. 4)                                |
| <input type="checkbox"/> Projection Screen          | <input type="checkbox"/> Chairs (max. 50)                               |
| <input type="checkbox"/> Tables (max. 2)            |   |

**Authorized Representative will be required to sign-out and sign-in for all equipment used.**

## MEETING ROOM

### REFRESHMENT POLICY

Renters of the Glendale Public Library's meeting rooms may serve light refreshments in connection with their events.

There is a \$35 non-refundable reception fee required for permission to serve refreshments. The kitchen and serving areas must be left clean within the allotted time of rental.

No food may be taken into the public areas of the Library.

No alcoholic beverages may be served or presented.

The Central Library will provide two six foot tables for serving refreshments. The tables must remain in the meeting room. All food, preparation, and serving equipment must be provided by the renter.

Renter is responsible for set-up and clean-up of the reception area. City of Glendale staff will set-up room prior to event and remove tables and trash containers only.

Each Library has a small kitchen facility which may be used for limited preparation and cleanup. Caterers may use facilities or a catering truck on city property with approval of Library Director and in coordination with Library staff. Authorized representative must seek approval of the Library Director in order to coordinate.

Renters scheduling events during Library business hours must understand that kitchen facilities are intended for the use of Library staff and agree to follow instructions of Library staff so that staff use and event use are coordinated.

Renters agree that serving of refreshments is solely the responsibility of the renter and that Library staff will not be available to provide assistance.

Renters who do not pay the reception fee and then serve food will be charged the reception fee.

Renters not following this policy may forfeit their right to use the room in the future.

I have read this agreement and will take full responsibility for meeting the terms of the Refreshment Policy.

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Signature of Authorized Representative

Name Printed

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Name of Organization

Date of Event

Payment Enclosed

Payment Received

Date

Staff Name