

LIBRARY MEETING ROOM USE PERMIT

Livermore Public Library meeting rooms are available for use by groups and organizations for public meetings and gatherings, as outlined in the Livermore Public Library Meeting Room Policy, approved by the Library Board of Trustees.

Requests for meeting room use are accepted through the Library Administration Office only. Upon request for use of library meeting rooms, the following procedures apply:

- i. Staff will give applicant a copy of the Livermore Public Library Meeting Room Policy, the Meeting Room Fee Schedule, and the Library Meeting Room Use Permit.
- ii. Staff will check the proposed meeting room date for availability.
- iii. If staff confirms availability, applicant will complete the Library Meeting Room Use Permit and submit it to Library Administration with the required fees. Acceptable forms of payment are cash, check (payable to Livermore Public Library), or credit card. Meeting room applications are not processed until full payment is received. Full payment must be received at least two weeks prior to activity date or reservation will be cancelled.
- iv. Staff will submit the Library Meeting Room Use Permit to the Library Director or designee for final determination and signature as soon as possible.
- v. Staff will notify the applicant of a decision on the activity suitability and details. A meeting room reservation is not confirmed until the applicant receives a copy of the Library Meeting Room Use Permit signed by the Library Director or designee.
- vi. Staff will place the reserved time on the Office Tracker calendar and notify appropriate staff of the activity schedule.
- vii. Staff will schedule a time to train applicant in equipment usage, if needed.

1. ____ (initial) I understand that Library Administration must be notified of any cancellation of a scheduled activity as soon as possible; that refunds will be given only for reservations cancelled or rescheduled seven or more days in advance; and that a permit for use is not transferable.

2. ____ (initial) I understand that the premises must be left in a clean and orderly condition and that meeting room users must behave in a reasonably quiet and orderly manner.

3. ____ (initial) I understand that permission for use may be cancelled if the room is needed for City or Library activities or services.

4. ____ (initial) I understand that permission for use may be cancelled if Library policies are not observed.

5. ____ (initial) I understand that I am responsible for any damage to the facility or equipment while my group is using the meeting room.

6. ____ (initial) I understand that Library staff may not be available to provide technical assistance during my reserved time, and that I need to schedule training with Administration staff prior to my use of meeting room equipment.

Name of Organization _____

Name of Applicant _____

Applicant's Street Address _____

City/State/Zip _____

Applicant's Phone Number _____

Applicant's Email Address _____

Estimated Attendance _____ Nature of Program _____

Date(s) of Activity _____

Time of Reservation (include set-up & cleanup time) _____

Start time

End time

Time of Activity _____

Start time

End time

Please mark the room(s) you would like to rent:

Community Room A* (seats 20-30 comfortably; 42-person maximum)

Community Room B* (seats 20-30 comfortably; 42-person maximum)

**May be joined as one large meeting room.*

Board Room (seats 16 comfortably; 36-person maximum)

Other _____

Please mark any equipment you would like to rent/reserve:

Staff may require that a group representative be trained prior to using the equipment.

Digital Projector (\$25)

Conference Phone (\$25)

Flip chart/dry erase board with paper and pens (\$15)

Microphone (\$10)

Lectern

Tables; # needed: _____

Chairs; # needed: _____

I, an officially delegated representative of the above-mentioned organization or individual, have read the Livermore Public Library Meeting Room Policy and do hereby agree to the conditions as outlined therein.

(Signature of Applicant) Date _____

(Signature of Granting Authority) Date _____