Livermore Public Library
1188 So. Livermore Avenue
Livermore, CA 94550
925-373-5500, X5599

LIBRARY PREMISES USE PERMIT

FOR CIVIC CENTER LIBRARY

Rooms:
☐Community Room A (40-50 People) ☐Community Room B (40-50 People)
☐Board Room (16+ People) ☐Public Space _____
☐ Other _____

1. For a charge and under such conditions and restrictions as may be prescribed by the Livermore Public Library Board of Trustees, the Library Meeting Rooms/Building/Grounds are available for use by groups and organizations for public meetings and gatherings.

2. Activities shall be non-commercial and open to the public. No individual's access to any meeting shall be limited by an inability to pay an entry charge.

3. Use of the premises is limited to the regular hours the library is open unless special arrangements are specifically approved

4. Alcoholic beverages are prohibited on the premises unless approved in advance by the Library Director or designee.

5. An adult sponsor must be present if any members of a group are under 18 years of age.

6. Only one activity per month per non-library related group will normally be scheduled.

7. Reservations will be made only by officially delegated members of a group.

8. Applications for use should be made in duplicate on this form at least ten working days (Monday through Friday) before the date of an activity.

9. Use will be granted in order of receipt of the application. The library must be notified of any cancellation of a scheduled activity as soon as possible. Refunds will be given only for reservations cancelled seven or more working days in advance. A permit for use is not transferable.

10. Organizations holding regular activities may have no more than six dates reserved at a time, none of which, can be more than six months in advance for

the current month or more than once per month unless approved by the Director of Library Services..

11. It is expected that the premises will be left in a clean and orderly condition and that users will behave in a reasonably quiet and orderly manner. Permission for use may be canceled if rules are not observed. Damage to the facility or equipment is the responsibility of the user.

12. User hereby agrees to, and shall hold the City of Livermore; it's elective and appointive boards, officers, agents, and employees, harmless from any liability for damage or claims for damages for personal injury, including death, as well as from claims for property damage which may arise from the user's occupancy of the premises.

13. Payment should be included with this application. Acceptable forms of payment are:
    Cash (in person only)
    Check (made out to Livermore Public Library)
    Credit Card or the appropriate amount listed in the fee structure schedule.

RENTAL FEES			
Group	Hourly	Daily less than 100	Daily more than 100
Livermore Public Library, City of Livermore, LARPD, Livermore School District, Las Positas College	FREE		
Livermore non-profit organizations under IRS code 501(c) (3) with at least 50% Livermore residents.	$20/hour	$100	$150
Non-resident-non-profit groups serving Livermore residents.	$25/hour	$125	$175
Commercial Groups	$30	$150	$200
OTHER FEES			
Damage Deposit for groups over 100			$250
Library Attendant on Duty	$25		
EQUIPMENT USAGE			
Digital Projector		$25	$25
Conference Phone		$25	$25
Flip chart/dry erase board with paper and pens		$15	$15
Microphones		$10	$10

14. Applicant must define which facility or part thereof and which equipment is required at the time of the application. If necessary, a representative must be trained and authorized in equipment use by the Library's designated representative.

Name of Organization _____

Name of Applicant _____

Applicant's Street Address _____

City/State/Zip _____

Applicant's Phone Number _____

Estimated Attendance _____Nature of Program_____

Date(s) of Activity _____

Time of Reservation _____Time of Activity _____
(Including Set-Up Time)

I, an officially delegated representative of the above-mentioned organization or individual, do hereby agree to the conditions above concerning the use of the building/grounds for which this permit is to be granted.

_____ Date _____
(Signature of Applicant)

_____ Date _____
(Signature of Granting Authority)

Revised: May 23, 1996
August 13, 2002
February 27, 2003
Effective January 2004
August 2010 Effective September 2010