CITY CLERK
ORIGINAL

GLENDALE PUBLIC LIBRARY
LIBRARY VENUE RENTAL POLICY

C-10478
09/28/2015

Effective Date: 07/29/14

Library meeting rooms are available on a first come, first served basis.

Reserving a Room

1. The reserved time is the total time the lessee will occupy the room including any time needed by the lessee for set-up and clean-up. Additional charges will be assessed for usage beyond the contracted time.
2. A two-hour minimum is required to rent a room. Refunds are not issued for unused time. Arrangements for use of Library's meeting rooms must be made at least two (2) weeks in advance of meeting date by an adult representative of the group or person requesting the room. Applications and any accompanying documents are due within 1 week of room reservation.
3. Meeting rooms may be scheduled for use during hours the Library is open to the public. Before or after-hours use requires additional fees.
4. Rooms may be reserved up to six months in advance.

To book a meeting room, please contact the following:

Main Library: Cynthia Burmeister at 623-930-3545
Foothills Library: Peggy Campbell at 623-930-3849

Please provide the following information: your name, the name of the organization or group booking the room, and a contact number where you can be reached. You will be contacted by Library staff within three (3) business days.

Payment

1. All fees are due within 1 week of the time the reservation is booked, including any applicable refundable cleaning deposits and after-hours fees.
2. Payment can be made by credit card or debit card (VISA, MasterCard or American Express), cashier's check or money order, or with cash. Cashier's check, money orders, and cash payments must be submitted in person at the Library Public Service Desk. Personal or business checks must be submitted in person at the Library Public Service Desk at least 30 days prior to the meeting room reservation.
3. The lessee is required to pay for continuous use. A break in the rental time is not permitted.
4. Additional charges will be assessed in the event that any damages have occurred, items are missing, rental policies were not observed, and/or contract times were exceeded.
5. Any violation of Library or meeting room policy may result in denial of future meeting room reservations. Refunds will not be granted to groups that are asked to leave for violating policy.

Cancellations

1. Short notice cancellations allow little or no time to book another event for rental. The cancellation policy recovers a portion of the revenue lost from short notice cancellations. Rental fees will be refunded according to the following schedule:

45 or more days prior to event:	Full refund, minus cancellation fee of 10% of total rental fees collected.
30 – 44 days prior to event:	Refund minus 50% of total fees collected
29 days or less prior to event:	No refund

2. Lessees that frequently fail to provide appropriate cancellation notice, or repeatedly cancel their reservations, will be denied future room reservations.

Room Regulations:

1. The lessee scheduling use of the facility must be over 18 and is responsible for the room whether or not the lessee personally is in attendance throughout the scheduled time. The lessee or his/her designee should have their copy of the rental agreement with them.
2. All regulations apply to the lessee's guests and the lessee is responsible for their conduct. The lessee shall be held monetarily liable for damage to equipment, furnishings, and the building, whether caused by the user, guests, exhibitors, or contractors, ordinary wear exempted. Replacement and repair to above items will be made by the City and the cost of such repairs or replacement will be assessed to the lessee. Future use of the facilities may be denied.
3. Lessees may not charge fees for admission, materials, or services on site at the Library during meeting room use. Lessees may restrict their meetings to their own members.
4. Room capacity may not be exceeded. Capacity varies with room configuration; please check with meeting room coordinator.
5. The Library is not responsible for the physical arrangement nor the condition of the facility. Leasing groups must perform their own set-up and return the meeting room to its original configuration prior to check-out. The Library is not responsible for refreshments. The Library will not provide equipment or supplies for lessees renting the facilities. No outside furniture is allowed within the building. The Library will not store items belonging to organizations. Library property shall not be removed from the rooms or facility unless granted in advance in writing.
6. Lessees are permitted to post one sign announcing the event on the door of room being used. Signage must be removed at the conclusion of the meeting. No additional flyers or posters may be deposited or posted on the Library building or on Library property.
7. Publicity will not give the impression that the Library is a sponsor of the meeting. Lessees must provide a telephone number for the public to contact for information. The Library will not give out information about meetings and the Library telephone number may not be used.
8. Decorations and Flammable Material:
    a. No decorations are allowed on any fixed glass surfaces.
    b. No pins, staples, nails or similar fasteners are permitted on curtains, stage, walls, tables, chairs or other fixtures.
    c. Decorations may be applied only with non-residual tape. Decorations are only for rooms rented and not for hallways, lobbies, or other common areas.
    d. No open flames are permitted with the exception of birthday candles.

e. No confetti or glitter is permitted

9. Smoking, alcohol, gambling activities, and animals (excepting service animals) are not permitted in the Library meeting rooms.
10. Amplified music may be allowed only with written approval. All sound must be contained in the immediate area and kept at a reasonable level, as determined by staff. "Smoke" machines are not permitted.
11. Leasing groups are responsible for supervising their own activities, including clean-up. Facilities and equipment must be left in good condition. Tables are to be wiped off, and spills must be removed from the floor as soon as possible. All trash must be placed in appropriate containers.
12. The Library assumes no responsibility for items, equipment, or decorations left at the facility. Items left will be maintained at the Library's Lost & Found for seven days. After seven days unclaimed items will be sent to the City of Glendale's Materials Management Department for disposal. The City reserves the right to charge storage for large items left.
13. The Library reserves the right to control and manage its facilities and to enforce all necessary and proper rules. Library staff will have full access at all times to all facility spaces.
14. The Chief Librarian and the Parks, Recreation & Library Executive Director have full authority to grant, refuse or revoke permission to use the meeting rooms.
15. The Chief Librarian and Executive Director have authority to require monitoring staff whenever they deem it necessary to protect the interest of the City. The size of the leasing group and nature of the function will determine the number of staff required and any additional fee assessment.
16. The Library reserves the right to relocate leasing groups to an alternate location if special circumstances arise.
17. The Library/City reserves the right to eject from the premises any objectionable person or persons. Neither the City nor its officers, agents, or employees shall be liable to the lessee for any damages that may be sustained by user through the exercise by the Library/City of such right.
18. Any violation of Library or meeting room policy will result in denial of future meeting room reservations.

Terms

1. All local fire and safety regulations and state law relating thereto shall be complied with.
2. Lessees shall obtain all applicable permits.
3. The fact that a leasing group is permitted to use the Library's meeting rooms does not in any way constitute the Library's endorsement of the leasing group's policies or beliefs.
4. The Library/City assumes no responsibility whatsoever for any property placed by lessee in the facility. Lessee hereby expressly releases and discharges the Library and the City from any and all liabilities for any loss, injury or damages to property which may or do arise out of or be related to the occupancy and use of said premises under this agreement. All protective services desired by the lessee must be arranged for by special agreement with the City, and the lessee is responsible for all costs connected therewith.
5. Indemnification/Liability: The lessee shall indemnify and save harmless the Library/City from all loss, cost, and expense arising out of any liability, or claim of liability, for injury or damages to persons or property sustained, or claimed to have been sustained, by anyone whomsoever, resulting in whole or in part from any act or omission of lessee or any of its officers, agents, employees, guest, patrons or invitees and lessee shall pay for any and all damage to the property of the Library/City, or loss or theft of such property, done or caused by such persons, save and excepting therefrom any claim rising out of or related to negligence of or by Library/City, its officers or employees.

6. Assignment: The lessee shall not assign or sublet this agreement without the written consent of the Library.
7. Notice of Default: The lessee and City mutually agree to provide reasonable notice and time to cure or remedy a default under this agreement, with the exception of situations involving personal safety, waste, and damage to the facilities.
8. Termination by Library/City: The Library/City reserves the right to terminate the use granted by this agreement for good cause. Should the Library/City exercise this right, the lessee agrees to forego any and all claims for damages against the Library/City and further agrees to waive any and all rights which might arise by reason of the terms of this use, and lessee shall have no recourse of any kind against the Library/City.
9. Patents, Trademarks, Licenses: Lessee will assume all costs arising from the use of patented, trademarked, franchised, or copyrighted music, materials, devises, processes, or dramatic rights used on or incorporated in the event.
10. Scheduling of Other Events: Library/City may schedule and contract with other events in parts of the facility that are not part of the lessee's agreement. The Library/City may schedule and contract for similar events both before and after the dates of the lessee's agreement without notice to the lessee, unless otherwise specified in writing in the contract.

I have read and agree to abide by the Glendale Public Library's Rental Policies:

Event Date: 10/17/15 Time: 1pm - 5pm

Room Rented: small room Today's Date: 9/28/15

Organization Name (if applicable): _____

Printed Name: Melanie Lee

Signature: _____

Rental Policies must be signed and returned within 1 week after reservation is made.
Please mail, email, or bring to:

Cynthia Burmeister
Main Library
5959 W. Brown St.
Glendale, AZ 85302
623-930-3545

Peggy Campbell
Foothills Library
19055 N. 57th Ave.
Glendale, AZ 85308
623-930-3849

Melanie Lee
6232519711
melanie.lee@wellsfargo.com