

Alhambra Civic Center Library Ruth C. Reese Hall Policy

Purpose:

The purpose of this policy is to regulate the use of the Alhambra Civic Center Library's Ruth C. Reese Hall.

Rules for Use of Ruth C. Reese Hall

1. Ruth C. Reese Hall is suitable for orderly public gatherings for such purposes as lectures, film showings, musical programs, discussion groups, and similar activities as they relate to Library Services or City of Alhambra sponsored events.
2. It is available to be used for the above stated purposes to the following:
 - a. Alhambra Civic Center Library sponsored programs/events
 - b. City of Alhambra sponsored program/events
 - c. City of Alhambra Departments sponsored programs/events
 - d. Friends of the Alhambra Library sponsored programs/events
 - e. Alhambra Library Foundation sponsored programs/events
 - f. Alhambra Non-Profit Organizations programs/events
3. Ruth C. Reese Hall hours of availability are as follows:
Mondays – Wednesdays 9am – 9pm
Thursdays - Saturdays 9am – 5pm
Not available on Sundays
4. All meetings are to be open to the public free of charge. No fee shall be charged, nor donation solicited, nor membership be required as a condition of entry without the approval of the City of Alhambra.
5. Applicant agrees to leave the room and furnishings in the condition in which they were found. Applicant further agrees to accept liability for any damage to the facility, its furniture or equipment caused by the occupancy of said premises by the organization. Damage to Library property will be paid for by the applicant at a cost determined by the City. All leftover food must be disposed of in the trash bins or removed.
6. Total hours requested must include set-up and clean-up time. Rental period begins when the room is opened. Applicant may not enter the room until the time designated on the application. The clean-up and load-out of equipment and personal belongings must be completed and the facility completely vacated by the time indicated on the application. Applicant is responsible for arranging furniture as necessary for their event.
7. Applicant must be in attendance for the entire time the reservation is in effect. For groups composed primarily of minors, applicant agrees to have one adult in attendance in a supervisory capacity for every twenty minors.
8. All applicants must pay a deposit, which will be refunded by mail following an inspection of the room and provided that the room, furnishings, and equipment are left clean and undamaged.
9. Due to the potential for damage to Library equipment no equipment other than the users' laptop can be connected to Library equipment. Audiovisual components on the rack in the audiovisual room are to be operated by trained Library Staff only. All

Library equipment must be used as is. No modifications or adjustments may be made to the equipment. Any violation will result in the forfeiture of the deposit. Only self contained pieces of equipment may be brought in for use by individuals. If using a laptop during a presentation we strongly urge applicant to check compatibility between the Library system and user's laptop before the program date.

10. Applicant wishing to put up displays or decorations must first obtain permission to do so. Items shall not be taped or tacked to walls, doors, windows or furnishings.
11. Library insurance does not cover exhibits or materials brought into the library. Neither the library nor the City of Alhambra assume responsibility for materials, equipment or other articles left by any organization, group or individual in the library and will not be liable for loss, theft or damage thereto. The Library assumes no responsibility, provides no supervision for groups using the Ruth C. Reese Hall, accepts no deliveries and takes no messages.
12. Applicant may be required to present adequate proof of insurance if the Library Director determines insurance is necessary due to the size or nature of the event.
13. No smoking is allowed.
14. The serving or use of alcoholic beverages is prohibited unless prior approval by the City of Alhambra is granted before the scheduled event.
15. The scheduling of a meeting or program in the Alhambra Civic Center Library does not in any way constitute an endorsement by the Library of the group or organization; its activities; or of the ideas and opinions expressed during the course of meetings or programs. Applicant agrees to include in any printed publicity, the statement: "This program is not sponsored by the Alhambra Civic Center Library or the City of Alhambra."
16. The Library may not be used as a mailing address for organizations meeting at the Library.
17. Storage of personal property is not permitted
18. All meetings must end 15 minutes prior to the time scheduled for the Library to close so that all attendees and participants may exit by that time. Announcements will be made by Library staff as the closing time approaches.
19. Use may be revoked and/or denied in the future, by the Library Director if there is any violation of the rules for use of the Ruth C. Reese Hall or fees or any abuse of the privilege of using the facility or equipment.

Application Procedures

1. An application is required for all groups using the Ruth C. Reese Hall. Application forms are available at the Administration Office in the Alhambra Civic Center Library. Hours for bookings and submitting applications may be limited.
2. Room will be reserved on a first come, first served basis. A one week (5 business days) courtesy hold may be made but reservations cannot be confirmed until the signed confirmation has been received and all fees and deposits paid. If payment is not received within 5 business days the reservation will be released. Payments must be made by check, money order (payable to the Alhambra Civic Center Library) or cash.

3. In the event of conflicts over requested dates for use of the Ruth C. Reese Hall, preference will be given in the following order:
 - a. Library events
 - b. City of Alhambra
 - c. Others (as determined by the Library Director)
4. Room may be booked no more than three months in advance and for no more than once per month per organization/individual.
5. Applications are subject to review by the Library Director who will determine compliance with Library Ruth C. Reese Hall policy. Any appeals to the Library Director's decision shall be reviewed by the City Manager. The decision of the City Manager regarding an appeal of the Library Director's decision shall be final.
6. Applicant will be notified of approval of application.
7. Ruth C. Reese Hall entrance doors will be closed and locked 30 minutes after permitted starting time if users fail to show up. Refund due to late arrivals or no shows will not be granted.

Cancellations

1. Applicant should notify Library Administration as soon as possible if the meeting is to be canceled. Fees will be refunded only if cancellation notification is received in writing one week (5 business days) in advance of the reservation date. For all cancellations an administrative fee of \$25.00 will be deducted from the refunded amount.
2. The Library reserves the right to cancel or reassign meeting dates due to emergency requirements of the City of Alhambra or the Library.

Fee Schedule:

Fees to be charged for the use of Ruth C. Reese Hall facilities but which are not listed in the fee schedule shall be determined by the Library Director and shall be based upon the costs incurred in providing the facility or program.

Alhambra Non-profit groups must provide official IRS written verification of non-profit status.

Based on availability, a security staffing fee of \$50.00 per hour or any portion of an hour will be assessed for use of the facility outside of operating hours.

Fees:

Deposit:	\$100.00 - Refundable (required for all bookings)
Reservation Fee:	\$10.00 - Non Refundable
Cancellation Fee	\$25.00

Room Use:

Alhambra Non-Profit Organizations \$35.00 per hour or portion thereof

Kitchen Use:	\$25.00
Projector	\$20.00
Audiovisual Equipment	\$25.00
Security Staffing Fee	\$50.00 per hour or portion thereof

Waiver and Release of Liability Agreement

Do not sign this agreement before you read it or if it contains any blank spaces to be filled in.

Applicant _____ desires to use the Alhambra Civic Center Community/Conference room facility located at 101 South First Street, Alhambra, CA 91801 on _____. In consideration of being permitted to use the facility, the undersigned Applicant waives, releases, and discharges the City of Alhambra, its officers, agents, servants, employees and volunteers (collectively "CITY") from all liability for any loss or damage whatsoever, including personal injury, death, property damage, medical expense and any other type of expense (collectively "damages") whether caused by the active or passive negligence of the CITY, while the undersigned Applicant is in, upon or about the facility premises.

Applicant also acknowledges, agrees and represents that he/she has or immediately upon entering will, inspect the premises and facility. It is further agreed that entry and/or use of the facility constitutes an acknowledgement that the facility and all equipment thereon have been inspected and that the Applicant finds and accepts the facility and equipment as being safe and reasonably suited for use. Applicant accepts the facility in its present condition, and is without representation or warranty by CITY as to the condition of the facility, or as to the use or occupancy which may be made of it. Applicant also waives, releases and discharges CITY from all liability for any loss or damage, including personal injury, death, property damage, medical expense and any other type of expense caused by the condition and/or maintenance of the facility or any equipment.

Applicant also agrees to release, hold harmless, defend and indemnify CITY from any and all liability for any loss, injury and/or damages to any third party arising out of the use of the facility by the third party pursuant to this application.

The undersigned Applicant further expressly agrees that this waiver, release and indemnity agreement is intended to be as broad and inclusive as is permitted by the laws of the State of California and that if any portion of the Application and Agreement is held invalid, it is agreed that the balance shall continue in full legal force and effect.

Applicant certifies that he/she has read and voluntarily signs the release and waiver of liability and indemnity agreement, and further agrees that no oral representations, statements or inducement apart from the foregoing written agreement have been made.

The party signing below is authorized to act on behalf of and bind the Applicant listed above

Organization authorizing signature: _____

Title: _____ Date: _____

Applicant signature: _____ Date: _____

ALHAMBRA CIVIC CENTER LIBRARY
APPLICATION FOR USE OF THE RUTH C. REESE HALL
ADDRESS: 101 SOUTH FIRST STREET, ALHAMBRA, CA 91801 (626)570-5079

PLEASE COMPLETE THE FOLLOWING:

ORGANIZATION NAME: _____ DATE: _____

Purpose of the Meeting: _____

Probable Attendance: _____ Date of Event/Meeting _____ Time ____ to ____

Contact Person (individual coordinating event): _____

Contact's Address: _____

Contact's Phone Numbers _____

Check One:

(FEES ARE BASED ON A 1-HOUR MINIMUM. NO FRACTION HOURS. ESTIMATED HOURS SHOULD INCLUDE SETUP AND CLEANUP TIME.) Reservation fee is due upon submission of application all other fees are payable ten (10) business days in advance of the event/meeting. There will be no exceptions.

- Reservation Fee \$10 (Required of all groups. Non refundable)
- Alhambra non-profit group \$35 per hour x No. of hours _____ = _____
- Deposit – Refundable \$100.00
- Kitchen Use \$25
- Projector \$20
- Audiovisual equipment \$25
- Security Staffing Fee \$50 per hour x No. of hours _____ = _____

TOTAL CHARGES: \$_____ Due by: _____

Read and Initial:

We have read and agree to abide by the Alhambra Civic Center Library Ruth C. Reese Hall policies and procedures governing the use of the facility. _____

We have read and signed the Waiver and Release of Liability Agreement form. _____

Check all that apply:

Organization will: serve refreshments put up displays decorate the room

Organization requests: microphones projector display boards kitchen use

other _____

SIGNATURE: _____

PLEASE READ THE ATTACHED RUTH C. REESE HALL POLICY BEFORE SIGNING. A COPY OF YOUR SIGNED APPLICATION WILL BE GIVEN TO YOU

Staff Use Only: Approved by: _____ Date: _____

After use room check done by: _____ Date: _____