



CITY OF LONG BEACH – LONG BEACH PUBLIC LIBRARY
MEETING SPACE RESERVATION

PHONE 562-570-6291 FAX 562-570-7408

Date \_\_\_\_\_

I hereby make application for use of \_\_\_\_\_ Library \_\_\_\_\_ Room \_\_\_\_\_

Type of event \_\_\_\_\_

Date of event \_\_\_\_\_ Time of use begins \_\_\_\_\_ ends \_\_\_\_\_ Event begins \_\_\_\_\_ ends \_\_\_\_\_

Estimated Attendance Adults \_\_\_\_\_ Children \_\_\_\_\_ Is Additional Security Required? \_\_\_\_\_

Equipment Needed: \_\_\_\_\_ # of Chairs \_\_\_\_\_ # of Tables \_\_\_\_\_ Projector \_\_\_\_\_ Projector Screen/Flat Screen \_\_\_\_\_ Other \_\_\_\_\_

Is the public invited? \_\_\_\_\_ Will admission be charged? \_\_\_\_\_ If so, what will net proceeds be used for? \_\_\_\_\_

Documentation Attached:  Insurance (Certificate of Insurance & Endorsement)  ABC License (if required)

Your Organization or Department \_\_\_\_\_ Index Code \_\_\_\_\_

Print Name \_\_\_\_\_ Signature \_\_\_\_\_

Email Address \_\_\_\_\_ Phone \_\_\_\_\_

Address of Applicant \_\_\_\_\_

Name of Sponsor (if applicable) \_\_\_\_\_

PLEASE READ THE FOLLOWING CAREFULLY. IT OUTLINES YOUR RESPONSIBILITY IF THE PERMIT IS GRANTED.

Permittee understands that this permit is granted on the condition that Permittee comply with all the attached Rules and Regulations. Permit may be revoked for failure to observe the regulations, improper conduct or for other reasons deemed necessary by the Director of Library Services or designee.

Eligible applicants must complete and submit the application in full to the Director of Library Services or designee no later than fifteen (15) days prior to the event. Applications will be reviewed and permits will be issued in a timely manner.

A non-refundable application fee of \$70.00 will be paid at the time of application which will be applied to the total cost of the permit. Additional fees for security may be assessed when the Director of Library Services or designee deem it necessary. The applicant will be advised of any additional fee assessment within fifteen (15) days of filing the application. All fees, including equipment rental or staff time must be received at least fifteen (15) days prior to the event or the permit cannot be issued. A 10% discount may be granted to those applicants who use the same facility more than ten times per year.

Permittee shall defend, indemnify and hold harmless the City of Long Beach, its officers, agents and employees, from and against any and all loss, damage, injuries, action, cause of action or liability of any kind whatsoever resulting from or arising out of the use of the premises and the operations, activities or undertakings of the Permittee or any of Permittee's employees, agents or other persons permitted by Permittee to be on the premises.

It is my understanding that the City shall require evidence of liability insurance as a condition of granting this permit.

Compliance with the Americans with Disabilities Act of 1990 (ADA) shall be the sole responsibility of Permittee. Permittee shall defend and hold the City harmless from any expense or liability arising from Permittee's non-compliance therewith.

Department of Library Services-sponsored or co-sponsored activities are exempt from fee requirements.

Return this application immediately to the Secretary, Long Beach Public Library, 200 W. Broadway Ave, Long Beach, CA 90802, with the \$70 application fee (check, cashiers check or money order) made payable to LBPL.

FOR OFFICE USE ONLY

\_\_\_\_ Approved

\_\_\_\_ Denied

\_\_\_\_ Manager of Main Services or Manager of Branch Services

Permit # \_\_\_\_\_

**CITY OF LONG BEACH - LONG BEACH PUBLIC LIBRARY  
MEETING SPACE RULES AND REGULATIONS**

The Director of Library Services may grant a permit to use any of the Library facilities to any person or organization that furthers educational or cultural objectives compatible with the objectives of the Long Beach Public Library. These activities include educational lectures, training classes, music recitals, concerts and community meetings that will not be disruptive to patrons and staff. Permission is granted upon the review of the application by the Director of Library Services, payment of the appropriate fee(s) and receipt of the signed agreement to abide by the rules established for each facility. The Director or designee may refuse to grant a permit to any applicant.

**Facility Use/Changes/Cancellations.** Use of the facility is limited to the area reserved for and the specific activity for which it was reserved. Any changes which may affect the stated use must be presented in writing to the Director of Library Services or designee at least 72 hours in advance of the activity. If changes involve additional fees, those fees must be paid at the time of the request for change. A minimum of twenty-four (24) hours written notice to the Director or designee is required to obtain a proportionate refund of the fee in case of cancellation of the activity.

**Refunds.** Fees or a portion thereof may be refunded when events are cancelled within the following guidelines:

24 - 72 hours prior to the event:	50% less the application fee
72 hours to 7 days prior to the event:	75% less the application fee
7 days or more prior to the event:	100% less the application fee

**Set-up.** Library facilities **DO NOT** include set-up services. Permittee is responsible for set-up. Check with staff prior to moving any equipment.

**Clean Up.** Permittee will remove all refuse and signs and return the facility to the condition which existed prior to the activity. **Failure to do so will cause the assessment of additional fees for clean-up and/or the prohibition from further use of library facilities.**

**Publicity.** The Permittee must indicate on any publicity materials that "this event is not library sponsored." The Permittee shall also provide a statement on written materials regarding their intention to comply with ADA and a commitment to provide reasonable accommodations. All publicity materials posted on library premises must be authorized by the Director of Library Services or designee. To obtain approval, submit two copies at least 72 hours in advance of the desired posting date.

**Refreshments.** Snacks and beverages are restricted to designated areas, and may not be allowed at certain branch libraries. The serving of alcoholic beverages is limited to beer, champagne and wine and is permitted only at the BJK Main Library to nonprofit organizations or licensed caterers. The Permittee is solely responsible for obtaining the required license from the Alcoholic Beverage Control Department of the State of California. Please attach proof of license to the application.

**Security.** Security service is required for all-after hour events and at events where the Director of Library Services or designee deem it necessary. The Permittee is financially responsible for paying any and all security charges.

**Indemnification.** The Permittee shall agree to defend, indemnify and hold harmless the City of Long Beach, its officials, agents and employees from and against any and all loss, damage, injuries, action, cause of action or liability of any kind whatsoever resulting from or arising out of the use of the premises and the operations, activities or undertakings of the Permittee or any of the Permittee's employees, agents or other persons permitted by Permittee to be on the premises.

**Insurance.** As a condition of granting any permit, the Permittee shall provide evidence of General Liability insurance covering the event in an amount not less than One Million Dollars (\$1,000,000) combined single limit. The Certificate of Insurance must name "the City of Long Beach, its officials, agents and employees as additional insured." A government agency may provide a Certificate of Self Insurance. Any modification or waiver of insurance requirements shall only be made with the written approval of the City of Long Beach Risk Manager or designee.

Upon request, the City can make available quotations for low cost liability insurance that meets the requirements of the permit. Applicants must complete and submit their applications and insurance documents to the Director of Library Services or designee no later than **fifteen (15)** days prior to the activity.

**Compliance with the Americans with Disabilities Act (ADA).** All programs, services and activities shall be offered and conducted without barriers or discrimination. Individuals with a disability shall be allowed to provide their own personal attendant at no additional charge (except to cover the cost for food or materials).

**Parking.** The Department of Library Services **is not** responsible for validating parking nor any special parking requirements. **All parking for the attendees shall be the responsibility of the Permittee.**

Applicant Signature \_\_\_\_\_ Date Reviewed by Applicant \_\_\_\_\_

**CITY OF LONG BEACH - LONG BEACH PUBLIC LIBRARY  
RENTAL FEES**

• **All rentals have a 2-hour minimum.**

• Insurance requires that Library Department staff be available at all times when facility is being used.

Facility	Capacity	During Staff Hours (2 hour minimum)	After Staff Hours (2 hour minimum)
Main Library Meeting Room A	99	\$70/hour	\$92/hour
Main Library Meeting Room B	65	\$70/hour	\$92/hour
Meeting Rooms A & B combined into one room	164	\$140/hour	\$194/hour
Kitchenette (available at Main, Mark Twain and Michelle Obama Libraries only)	--	\$70/hour (available only with rental of Meeting Space)	\$70/hour

**Library facilities DO NOT include set-up services.** Permittee is responsible for arranging tables, chairs, removing all refuse and will return the facility to the condition which existed prior to the activity. Failure to do so will cause the assessment of additional fees of \$38/hr for clean-up and/or the prohibition from further use of library facilities.

Events at Main library held prior to the library opening or after the library closes will require the additional fee of \$105/hr, calculated at 15-minutes increments. If technical assistance is required there will be an additional charge of \$114/hour.

All Branch community rooms are available **during staff hours only.**

Facility / Location	Capacity	Facility / Location	Capacity
Alamitos Branch Library 1836 E. Third St., LB 90802 (562) 570-1037 (community room is upstairs; no elevator available)	90	El Dorado Branch Library 2900 Studebaker Rd., LB 90815 (562) 570-3136	80
Bach Branch Library 4055 Bellflower Blvd., LB 90808 (562) 570-1038	60	Harte Branch Library 1595 W. Willow St., LB 90810 (562) 570-1044	80
Bay Shore Branch Library 195 Bay Shore Ave., LB 90803 (562) 570-1039	80	Los Altos Branch Library 5614 Britton Dr., LB 90815 (562) 570-1045	80
Brewitt Branch Library 4036 E. Anaheim St., LB 90804 (562) 570-1040	50	Mark Twain Branch Library 1401 E. Anaheim St., LB 90813 (562) 570-1046 (kitchenette available for \$65/hour)	79
Burnett Branch Library 560 E. Hill St., LB 90806 (562) 570-1041	60	Michelle Obama Branch Library 5870 Atlantic Ave., LB 90805 (562) 570-1047 (kitchenette available for \$65/hour)	Community Room 132 Classroom 50 Conference Room 14
Dana Branch Library 3680 Atlantic Ave., LB 90807 (562) 570-1042	90		

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RENTAL FEES**

<b>Equipment</b>	<b>Rate</b>	<b>Equipment</b>	<b>Rate</b>
Podium w/microphone	<b>\$27 per event</b>	Projector Screen or Flat Screen	<b>\$13 per event</b>
Projector w/remote	<b>\$27 per event</b>		

All equipment must be used at a library site.

Charge to replace Library equipment damaged or lost due to use at events – cost plus \$25 Administrative fee.

All equipment may not be available at all locations. Contact the Branch Librarian for further information.