CITY OF LONG BEACH • DEPARTMENT OF LIBRARY SERVICES
FACILITY RESERVATION

PHONE (562) 570-6291 FAX: (562) 570-7408 Date _____

I hereby make application for use of _____

for the purpose of holding _____

- **Room(s) Requested:** ☐ **Auditorium** ☐ **Meeting Room** ☐ **Lobby** ☐ **Kitchen** ☐ **Other**_____
- **Equipment: Tables** _____ **Chairs** _____ **Easel** _____ **Coffee Urn 50-cup** _____ **30-cup** _____
- **[*Main & Mark Twain Libraries Only*:** ☐ **Projection Screen** ☐ **Lectern/Podium** ☐ **Microphone]**

Date of event _____ Time of use from _____ to _____ Event begins / ends: _____

Estimated Attendance: Adults _____ Children _____ Is Additional Security Required? _____

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)

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

Permittee shall pay to the Department of Library Services of the City of Long Beach, as rent for the use of the facilities provided for herein:

Rental $_____ Equipment $_____ Security $_____ Application Fee **$53.00** (applies toward rental) Total $_____

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 at least 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 $53.00** 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 seven (7) days of filing the application. All fees, including equipment rental or staff time must be received at least seven (7) 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.

Organization/Department:	Index/User Code:
Print Name:	Title:
Signature of Applicant:	Work Phone: ( )
Address of Applicant:	Fax: ( )
Name of Sponsor: Address	Phone ( )

☑ **Please return this application immediately to Facilities Coordinator, Long Beach Public Library, 101 Pacific Avenue, Long Beach, CA 90822, with the $53 application fee (no cash, please) made payable to LBPL.**

FOR OFFICE USE ONLY

Date Paid _____	Approved
How Paid _____	
Total Fees $_____	_____
JV (acct.) _____	Denied Glenda Williams, Director of Library Services Permit #

MAIN LIBRARY SET-UP INFORMATION

(does not apply for branch rental)

Day/Date of Event:_____ Time of Event: From _____ To _____

Event: _____ Open Room: _____ Close Room: _____

Sponsored by: _____

Group Contact: _____ Phone: (_____)_____

MAIN LIBRARY ROOM ARRANGEMENTS:

(does not apply for branch rental)

☐ **Auditorium** ☐ **Meeting Room** ☐ **Lobby** ☐ **Kitchen**

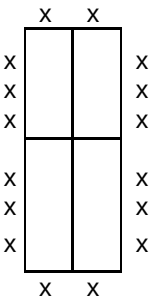
☐ Lectern ☐ Podium w/Microphone ☐ Easel ☐ Chalkboard

Number of chairs: _____ Number of tables: _____

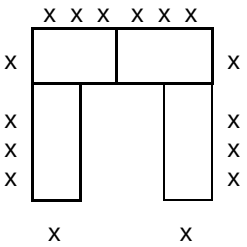
■ **Please circle arrangement desired and/or attach diagram**

MEETING ROOM **OTHER** _____ ***DO NOT BLOCK EMERGENCY EXITS OR PATHWAYS***

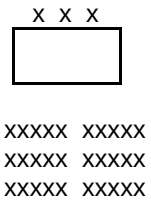
Conference



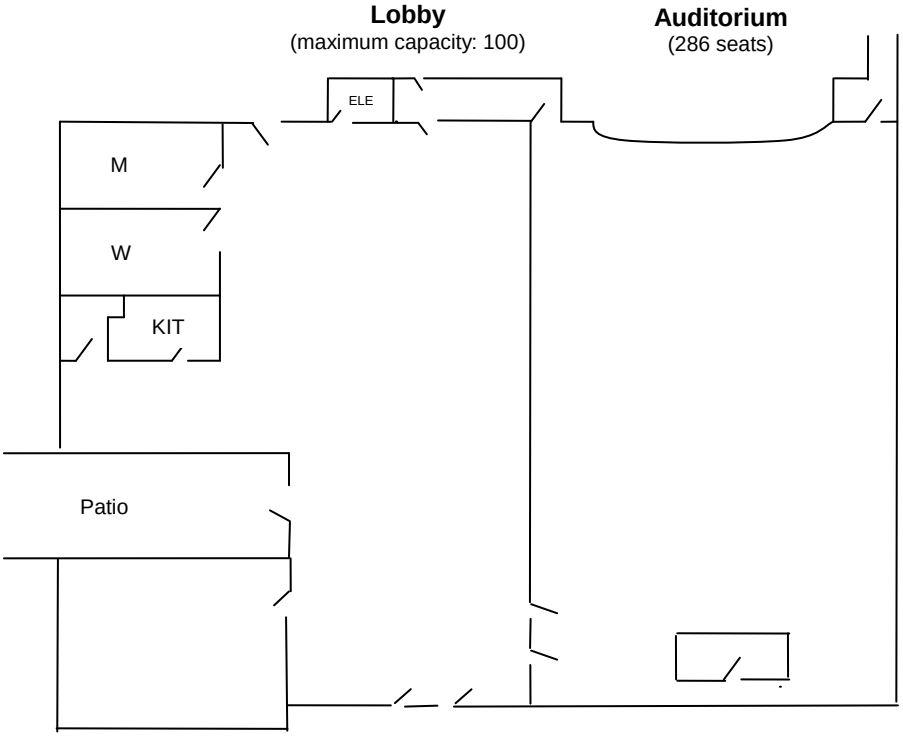
Horseshoe



Audience



Other



Equipment is available for rent (see attached rental fee schedule).

Call Facilities Coordinator at (562) 570-6291 if you have any questions.

LONG BEACH PUBLIC LIBRARY AND INFORMATION CENTER
FACILITY RENTAL 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. Rentals at the Main and Mark Twain Libraries include limited set-up services for chairs, tables, lecterns, podiums and coffee urns. Rentals at other branch libraries **do not** include set-up services. 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. Coffee urns are available for rent at all libraries. The Permittee is responsible for providing and making the coffee. 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 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**. Tax Identification number is required** when providing evidence of insurance coverage.

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. To arrange for validated parking for groups, contact Ken Herman, Parking Operations at (562) 570-5016.

Applicant Initial: _____ Date Reviewed by Applicant: _____

LONG BEACH PUBLIC LIBRARY AND INFORMATION CENTER
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.
• Not all equipment is available at all locations.

Facility	Capacity	During Staff Hours (2 hour minimum)	After Staff Hours (2 hour minimum)
Auditorium	286	**$155/hour**	**$210/hour**
Meeting Room	50	**$103/hour**	**$158/hour**
Kitchen **(available at Main and Mark Twain only)**	--	**$53/hour** (available only with rental of Meeting Room or Auditorium Lobby)	**$53/hour**
Lobby	100	**$62/hour** (with rental of Meeting Room or Auditorium) **$129/hour** (Lobby only)	**$115/hour** **$184/hour** (Lobby only)
Extraordinary setup, cleanup or teardown assistance: **$30/hour** as determined by staff.			

Equipment	Rate	Equipment	Rate
Podium w/microphone	**$20 per event**	Projector Screen	**$6 per event**
Podium/Lecturn	**$16 per event**	Piano	**$75 per event**
Mounted LCD Projector w/remote	**$20 per event**	30-cup coffee urn	**$16 per event**
DVD/Video Cassette w/Monitor	**$20 per event**	50-cup coffee urn	**$16 per event**

TECHNICAL ASSISTANCE
If Technical Assistance is required there will be an additional charge of $85/hour.

SECURITY CHARGES
Events at Main Library held prior to 10:00 AM or after the library closes will require the addition of security charges of $90/hour, calculated in 15-minute increments. Please call Facilities Coordinator for specific information.

LONG BEACH PUBLIC LIBRARY AND INFORMATION CENTER

BRANCH LIBRARY AUDITORIUMS

• Branch Auditoriums are available only during staff hours.

• All Branch Auditoriums rent for $53/hour during staff hours, with a 2-hour minimum.

1. Please contact Branch Librarian to determine facility availability.
2. **Send facility rental application and deposit to Facilities Coordinator at the above address.**

Facility / Location	Capacity	Facility / Location	Capacity
Alamitos Branch Library 1836 E. Third St., LB 90802 (562) 570-1037	90	Dana Branch Library 3680 Atlantic Ave., LB 90807 (562) 570-1042	90
Bach Branch Library 4055 Bellflower Blvd., LB 90808 (562) 570-1038	90	El Dorado Branch Library 2900 Studebaker Rd., LB 90815 (562) 570-3136	80
Bay Shore Branch Library 195 Bay Shore Ave., LB 90803 (562) 570-1039	40	Harte Branch Library 1595 W. Willow St., LB 90810 (562) 570-1044	80
Brewitt Branch Library 4036 E. Anaheim St., LB 90804 (562) 570-1040	50	Los Altos Branch Library 5614 Britton Dr., LB 90815 (562) 570-1045	80
Burnett Branch Library 560 E. Hill St., LB 90806 (562) 570-1041	90	Mark Twain Branch Library 1401 E. Anaheim Street, LB 90813 (562) 570-1046	79
		North Branch Library 5571 Orange Ave., LB 90805 (562) 570-1047	90

BRANCH LIBRARY ROOM ARRANGEMENTS

There is no room set-up available in most of the branch libraries. Permittee is responsible for arranging tables, chairs, removing all refuse and will return the facility to the condition which extisted 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**. Mark Twain has limited set-up available. Contact the Branch Librarian for further information.

Not all equipment is available at all locations.