



**Santa Barbara Public Library System**  
**Santa Barbara Central Library**, 40 E. Anapamu St. / PO Box 1019  
 Santa Barbara, CA 93102-1019 · Phone: (805) 564-5608  
**Carpinteria Library**, 5141 Carpinteria Ave., Carpinteria, CA 93013 (805) 684-4314  
**Eastside Library**, 1102 E. Montecito St., Santa Barbara, CA 93103 (805) 963-3727  
**Goleta Library**, 500 N. Fairview Ave., Goleta, CA 93117 (805) 964-7878



### APPLICATION FOR USE OF MEETING ROOM

Organization or patron \_\_\_\_\_

**Date of meeting** (or first in series) \_\_\_\_\_  Mon  Tues  Wed  Thurs  Fri  Sat  Sun

Contact person \_\_\_\_\_ Phone \_\_\_\_\_

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

Single event      Series # \_\_\_\_\_      Series dates: \_\_\_\_\_

Non-commercial/Open to public/Free       Commercial/Private/Admission charge       Internal/City

**NOTE: Time to set-up and take-down are included in total rental hours. Estimated # attending** \_\_\_\_\_

Meeting **START TIME** \_\_\_\_\_ am      pm      Meeting **END TIME** \_\_\_\_\_ am      pm

**Start of Set-up** prior to meeting \_\_\_\_\_ am      pm      **End of Take-down** post meeting \_\_\_\_\_ am      pm

**Total rental hours per meeting** \_\_\_\_\_

*I would like the following contact information displayed on the Library calendar:*

Phone number NO      YES  
 Email address NO      YES  
 Web site link NO      YES

**NOTE: The Library provides chairs and tables (free of charge), but does *not* provide set-up, take-down, audio-visual or other technical equipment or catering for bookings by the public.**

**CAUTION: Use of Meeting Rooms beyond the scheduled time:** Half the hourly rate or a minimum of \$12.50, whichever is greater, will be charged for every 15 minutes or part thereof when the meeting runs past the contracted time. **Closed Hours Use fees may also apply.**

**Non-basic fees apply for hours outside opening times and to serve refreshments.**

**A charge may be made for re-keying or replacement in the event of loss of any keys issued.**

**STATEMENT OF HOLD HARMLESS AND UNDERSTANDING**

Applicant agrees to investigate, defend, indemnify and hold harmless the City, its officers, employees and agents from and against any and all loss, damage, liability, claims, demands, detriments, costs, charges, expense (including attorney's fees) and causes of action of any character which the City may incur, sustain or be subjected to on account of loss or damage to property or the loss of use thereof and for bodily injury to or death of any persons (including but not limited to the property, employees, subcontractors, agents and invitees of each party hereto) arising out of or in any way connected to the work to be performed pursuant to this agreement or occupancy, operation, maintenance, enjoyment and use of any City premises under this agreement to the extent permitted by law.

**I understand and assume personal responsibility for compliance with the following:**

1. Parking in the fire lane next to the Central Library is prohibited; vehicles parked in the fire lane will be ticketed or towed;
2. The **Meeting Room Rules of Use**, a copy of which has been supplied to me.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

| I request use of the following: |              |
|---------------------------------|--------------|
| # of chairs                     | _____        |
| # of tables                     | _____        |
| Screen                          | Yes      N/A |
| Lectern                         | Yes      N/A |
| Central Library Meetings:       |              |
| Sign board:                     | Yes      N/A |
| Private meeting signs:          | Yes      N/A |

| FOR STAFF USE ONLY   |  |
|----------------------|--|
| Event Monitor        | <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> N/A  |
| HVAC                 | <input type="checkbox"/> set <input type="checkbox"/> N/A                                  |
| Special arrangements | <input type="checkbox"/> see attached <input type="checkbox"/> N/A                         |
| Plaza permit?        | <input type="checkbox"/> upper <input type="checkbox"/> lower <input type="checkbox"/> N/A |

**Application Approved:**  
**Signed:** \_\_\_\_\_  
**Library Director or designee**  
**Date:** \_\_\_\_\_

Title of Meeting/Event: \_\_\_\_\_

Subject / purpose / description of meeting / event (wording for calendar entry on Library website):  
 \_\_\_\_\_  
 \_\_\_\_\_

| NON-BASIC FEES Please calculate these first.  |  | SUBTOTAL #1  | RENTAL TOTAL           |
|---|--|--|------------------------|
| Ability to Serve Refreshments<br>Faulkner Main <b>\$75 AMT DUE:</b><br>All other rooms <b>\$30 AMT DUE:</b> | Closed Hours Use – Central Library<br>\$25 per hour or portion of<br><b>\$25 X =</b> | <b>Non-Basic Fees Total</b><br><i>Click here to refresh total</i><br>= | <b>SUBTOTAL #1 + 2</b> |

**CAUTION: Use of Meeting Rooms beyond scheduled time:** See details of charges on first page of this application.

|                    |       |             |      |             |  |
|--------------------|-------|-------------|------|-------------|--|
| <b>TOTAL PAID:</b> | check | ck. number: | cash | credit card | (Payment by credit card & cash in person.) |
|--------------------|-------|-------------|------|-------------|--|

**I. FEES: for local non-commercial organizations with meetings free and open to the public**

| LOCATION   | # of 3 HOUR PERIODS (minimum = 1) | # of ADDITIONAL HOURS / PORTION OF | SUBTOTAL #2 |
|--|-----------------------------------|------------------------------------|-------------|
| <b>CARPINTERIA LIBRARY</b><br>Multipurpose Room (capacity 60)    | X =                               | X =                                |             |
| <b>CENTRAL LIBRARY</b><br>Faulkner (Main) Gallery (capacity 190) | X =                               | X =                                |             |
| Faulkner East West (capacity 15)                                 | X =                               | X =                                |             |
| Front Plaza Area (capacity 100)                                  | X =                               | X =                                |             |
| <b>EASTSIDE LIBRARY</b><br>Martin Luther King Wing (capacity 60) | X =                               | X =                                |             |
| <b>GOLETA LIBRARY</b><br>Multipurpose Room (capacity 133)        | X =                               | X =                                |             |
| Conference Room (capacity 12)                                    | X =                               | X =                                |             |

**II. FEES: for commercial organizations, private meetings or meetings where an admission fee is charged**

| LOCATION   | # of 3 HOUR PERIODS (minimum = 1) | # of ADDITIONAL HOURS / PORTION OF | SUBTOTAL #2 |
|--|-----------------------------------|------------------------------------|-------------|
| <b>CARPINTERIA LIBRARY</b><br>Multipurpose Room (capacity 60)    | X =                               | X =                                |             |
| <b>CENTRAL LIBRARY</b><br>Faulkner (Main) Gallery (capacity 190) | X =                               | X =                                |             |
| Faulkner East West (capacity 15)                                 | X =                               | X =                                |             |
| <b>EASTSIDE LIBRARY</b><br>Martin Luther King Wing (capacity 60) | X =                               | X =                                |             |
| <b>GOLETA LIBRARY</b><br>Multipurpose Room (capacity 133)        | X =                               | X =                                |             |
| Conference Room (capacity 12)                                    | X =                               | X =                                |             |