



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 Faulkner Main \$75 AMT DUE: All other rooms \$30 AMT DUE:	Closed Hours Use – Central Library \$25 per hour or portion of \$25 X =	Non-Basic Fees Total <i>Click here to refresh total</i> =	SUBTOTAL #1 + 2

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

TOTAL PAID:	check	ck. number:	cash	credit card	(Payment by credit card & cash in person.)
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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
CARPINTERIA LIBRARY Multipurpose Room (capacity 60)	X =	X =	
CENTRAL LIBRARY Faulkner (Main) Gallery (capacity 190)	X =	X =	
Faulkner East West (capacity 15)	X =	X =	
Front Plaza Area (capacity 100)	X =	X =	
EASTSIDE LIBRARY Martin Luther King Wing (capacity 60)	X =	X =	
GOLETA LIBRARY 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
CARPINTERIA LIBRARY Multipurpose Room (capacity 60)	X =	X =	
CENTRAL LIBRARY Faulkner (Main) Gallery (capacity 190)	X =	X =	
Faulkner East West (capacity 15)	X =	X =	
EASTSIDE LIBRARY Martin Luther King Wing (capacity 60)	X =	X =	
GOLETA LIBRARY Multipurpose Room (capacity 133)	X =	X =	
Conference Room (capacity 12)	X =	X =	