



## Santa Barbara Public Library System

Carpinteria Library, 5141 Carpinteria Avenue, Carpinteria, CA 93013, (805) 684-4314

Central Library, 40 East Anapamu Street, Santa Barbara, CA 93102, (805) 564-5608

Eastside Library, 1102 Montecito Street, Santa Barbara, CA 93103, (805) 963-3727

Goleta Library, 500 North Fairview Avenue, Goleta, CA 93117, (805) 964-7878



### APPLICATION FOR USE OF MEETING ROOM

Name of organization \_\_\_\_\_

Date of meeting \_\_\_\_\_  Mon  Tues  Wed  Thurs  Fri  Sat  Sun

Applicant's name \_\_\_\_\_

Use Category  Non-Commercial  Private/Commercial

Contact person (and phone) if different from applicant \_\_\_\_\_

Scheduled meeting will be held between the hours of \_\_\_\_\_ and \_\_\_\_\_

Set-up time prior to meeting \_\_\_\_\_ Tear-down time following meeting \_\_\_\_\_

Subject or purpose of meeting *(Please note that this description will be placed on the Santa Barbara Public Library website identifying your meeting or event. Please include any details as desired to provide to the public.)*

Approximate number of people expected \_\_\_\_\_

<b>FEE SCHEDULE for local non-commercial organizations with meetings free and open to the public</b>					
		3 HOUR PERIOD		EACH ADDITIONAL HOUR	
	<b>CARPINTERIA LIBRARY</b> Multipurpose Room	<b>\$40</b>	x ____ = _____	<b>\$20</b>	x ____ = _____
	<b>CENTRAL LIBRARY</b> Faulkner Gallery Faulkner East or West Front Plaza Area	<b>\$125</b>	x ____ = _____	<b>\$60</b>	x ____ = _____
		<b>\$40</b>	x ____ = _____	<b>\$20</b>	x ____ = _____
		<b>\$200</b>	x ____ = _____	<b>\$100</b>	x ____ = _____
	<b>EASTSIDE LIBRARY</b> Martin Luther King Wing	<b>\$50</b>	x ____ = _____	<b>\$25</b>	x ____ = _____
	<b>GOLETA LIBRARY</b> Multipurpose Room Conference Room	<b>\$50</b>	x ____ = _____	<b>\$25</b>	x ____ = _____
		<b>\$20</b>	x ____ = _____	<b>\$15</b>	x ____ = _____

<b>FEE SCHEDULE for local private or commercial organizations, <u>OR</u> those assessing charges or accepting/suggesting donations</b>					
		3 HR PERIOD		EACH ADDITIONAL HOUR	
	<b>CARPINTERIA LIBRARY</b> Multipurpose Room	<b>\$50</b>	x ____ = _____	<b>\$25</b>	x ____ = _____
	<b>CENTRAL LIBRARY</b> Faulkner Gallery Faulkner East or West	<b>\$300</b>	x ____ = _____	<b>\$150</b>	x ____ = _____
		<b>\$75</b>	x ____ = _____	<b>\$35</b>	x ____ = _____
	<b>EASTSIDE LIBRARY</b> Martin Luther King Wing	<b>\$125</b>	x ____ = _____	<b>\$60</b>	x ____ = _____
	<b>GOLETA LIBRARY</b> Multipurpose Room Conference Room	<b>\$125</b>	x ____ = _____	<b>\$60</b>	x ____ = _____
		<b>\$50</b>	x ____ = _____	<b>\$25</b>	x ____ = _____

ADDITIONAL CHARGES		
<b>Ability to Serve Refreshments</b>		<b>FEE</b>
Central Library Faulkner Gallery	\$75	_____
All Other Meeting Rooms	\$30	_____
<b>Closed Hours Use</b> \$25.00 per hour or part thereof, in addition to the applicable room rate.		<b>FEE</b>
Central Library Meeting Rooms	\$25 x _____ =	_____
<b>Use of Meeting Rooms Beyond the Scheduled Time</b> Half the hourly rate, or a minimum of \$12.50, whichever is greater. The fee will be every 15 minute or part thereof the meeting goes past the contracted time. Closed Hours Use fees may also apply.		

I request use of the following:

Chairs, number \_\_\_\_\_
  Tables, number \_\_\_\_\_
  Screen
  Lectern  
 TOTAL FEES: \$ \_\_\_\_\_
  Cash
  Check Number \_\_\_\_\_
  Credit Card

The driveway next to the Central Library is a FIRE lane. Parking must be in the garage or a parking space on the street. Any vehicle in the fire lane will be ticketed or towed immediately. I understand and agree to abide by this regulation. Please sign: \_\_\_\_\_

***I have been provided with a copy of the general rules for the use of the meeting rooms and assume personal responsibility for complying with these rules.*** Please sign: \_\_\_\_\_

**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.

Application approved: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Library Director (or designee) Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

Would you like your name, phone number and e-mail information posted in the event calendar, in case the public would like to contact your organization about your event?  Yes  No

**FOR OFFICE USE ONLY**

**TOTAL PAID:** \$ \_\_\_\_\_

Comments:

Library Staff Member Required?  Yes  No Date Confirmed : \_\_\_\_\_