



Santa Barbara Public Library
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



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: _____

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 _____

All meetings must be free and open to the public.
 No donations may be solicited or accepted.
 No goods or services may be sold or exchanged in library meeting rooms.

I request use of the following:	
# of chairs _____	
# of tables _____	
Screen Yes	N/A
Lectern Yes	N/A

NOTE: The Library provides chairs and tables (free of charge), but does **not** provide set-up, take-down, 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: _____

Application Approved:
 Signed: _____
 Library Director
 or designee
 Date: _____

Title of Meeting/Event: _____

Subject / purpose / description of meeting / event:

ONE-TIME FEES		SUBTOTAL #1
Ability to Serve Refreshments		Non-Basic Fees Total
Faulkner Main \$75	All other rooms \$30	
Office or Audio Visual Equipment		
Deposit for use \$500		

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

HOURLY ROOM FEES				
	LOCATION	# of 3 HOUR PERIODS (minimum = 1)	# of ADDITIONAL HOURS / PORTION OF	SUBTOTAL #2
	CENTRAL LIBRARY			
	Faulkner (Main) Gallery (capacity 190)	X =	X =	
	Faulkner East (capacity 15)	X =	X =	
	Faulkner West (capacity 15)	X =	X =	
	Front Plaza Area (capacity 100)	X =	X =	
	Lower Plaza Area (capacity 100)	X =	X =	
	Tech Lab (capacity ...)	X =	X =	
	CARPINTERIA LIBRARY			
	Multipurpose Room (capacity 60)	X =	X =	
	EASTSIDE LIBRARY			
	Martin Luther King Wing (capacity 60)	X =	X =	
HOURLY OFFICE & AUDIOVISUAL EQUIPMENT FEES				
	FAULKNER GALLERY			SUBTOTAL #3
	Audio Visual Equipment	X =	X =	
	TECH LAB			
	Office or Audio Visual Equipment	X =	X =	

RENTAL TOTAL
SUBTOTAL #1+2+3

TOTAL PAID: check ck. number: cash credit card (Payment by credit card & cash in person.)