



# Burbank Public Library Meeting Room Application

## Community Meeting Room Policy

### A. FACILITIES - INTRODUCTION

1. The Burbank Public Library makes its meeting rooms available for community use. The Central Library's auditorium has seating for 157. The Buena Vista Library's meeting room has seating for 135. Chairs, tables and limited audiovisual equipment may be available. Use is granted on an equal basis to all groups in accordance with the American Library Association Library Bill of Rights.
2. Meeting Rooms are managed according to City and State laws governing protection of public property and fire safety. It is the responsibility of the Library Services Director to supervise and manage the rooms and to give permission for their use. Persons wishing to use the rooms must agree to abide by the rules and regulations for their use. The fact that a group or organization is granted permission to meet in the Library in no way constitutes endorsement by the City of the policies or beliefs of that group or organization. The Library Meeting Rooms are not available for:
  - a. Purposes prohibited by City ordinance, or by state or federal law;
  - b. Direct solicitation of customers or clients; or for the gathering of personal information such as name, telephone number and address for the purpose of future solicitation.
  - c. Direct sales;
  - d. Any activity which, in the opinion of the Library Services Director, may cause undue disruption to the peaceful operation of the Library.
3. An approved application is required for all groups desiring to use the meeting rooms.
4. In the event of conflicts over requested dates for the use of the meeting room, preference will be given in the following order:
  - a. Library-sponsored events
  - b. City government
  - c. Burbank Unified School District (BUSD)
  - d. Burbank community groups that are non-profit, non-partisan, and non-sectarian.
5. The Library also maintains the right to pre-empt any event for a Library event. In such rare instances the Library will make every reasonable effort to accommodate the group on reserving another meeting room or rescheduling.

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## **B. APPLICATION PROCEDURE**

1. Anyone desiring to rent the meeting rooms shall file an application form with Library Administration, located on the second floor of the Central Library, telephone (818) 238-5551.
2. Applications by organizations or groups shall be signed by a responsible officer or member of the organization or group desiring use of the meeting rooms. Nonprofit groups must present proof of nonprofit status.
3. In order to insure that Library and City programming needs are accommodated and that a diversity of community groups are able to use the meeting rooms:
  - d. Library and City of Burbank use will be given first priority and followed by Burbank Unified School District and Burbank Community groups
  - e. Applications shall be submitted at least ten (10) days prior to the requested date or dates
  - f. Applications will not be accepted more than 180 days in advance unless approved by the Library Services Director
  - g. The Library reserves the right to refuse requests for regular use [i.e. monthly or weekly meetings]
4. Applications for meeting room use at the Central Library must include plans for off-site parking. Those using the meeting room must park on the street or elsewhere other than the library parking lots due to limited parking availability and must agree to adhere to this restriction.
5. Applicants must comply with City Council policy regarding liability insurance (see attached).
6. All applications for meeting room use must be approved by the Library Services Director.

## **C. FEES**

Fees for meeting room use are listed on the **Meeting Room Fee Schedule (Page 5)**.

No fees are charged for:

1. Library and City of Burbank sponsored events
2. Burbank Unified School District (BUSD) sponsored functions



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### **D. ACCEPTANCE AND SCHEDULING OF APPLICATIONS**

1. Applications for commercial use will not be accepted.
2. Applications shall be processed in the order in which they are received.
3. The Library reserves the right to cancel or reassign meeting dates if deemed necessary.

### **E. CANCELLATIONS**

1. Permission to use a meeting room may be canceled or suspended by the Library Services Director if the rules and regulations are abused or violated or the facility is needed for library purposes. Every effort will be made to give the prospective user at least seven (7) days notice of cancellation or suspension. In the event of cancellation by the Library, fees will be refunded excluding processing fees.
2. If the prospective user decides to cancel a scheduled use of the room, notice of cancellation shall be promptly given to the Library Services Director. If less than 7 days notice of cancellation is given, fees will not be refunded.

### **F. ADMISSION CHARGES PROHIBITED**

1. All events held in the meeting rooms must be free and open to the public. No admission fees, donations or other charges shall be collected by any organization, groups or individuals at the library.

### **G. TIME OF USE**

1. Meeting rooms are available Monday through Friday during the hours that the Library is open to the public. Saturday room usage is reserved for Library Services use only. Meetings shall be scheduled to coincide with the Library's normal hours of operation. Under special circumstances extended hours may be arranged with prior approval of the Library Services Director.

### **H. REFRESHMENTS**

1. Alcoholic beverages are not permitted.
2. Coffee, tea and light refreshments may be served.
3. Users desiring to serve refreshments will provide their own equipment and supplies. Buena Vista meeting room has complete kitchen facilities, available for an additional fee.

# Burbank Public Library Meeting Room Application

## **I. GENERAL RULES**

1. Chairs and tables are available for use in the meeting room but set-ups and clean-ups are the sole responsibility of the user. You may also be required to restore the room to its original state. This arrangement will be made prior to the event.
2. Users with prior authorization may have film presentations, concerts and other events requiring the use of special equipment. They shall provide their own equipment, which must be removed at the close of the event.
3. The room must be left in satisfactory condition, and users shall be liable for any damage resulting from such usage as assessed by the City.
4. All meetings shall be open to the public and room occupancy shall be observed as posted.
5. Activities for minors must be supervised by responsible adults at a ratio of one adult for every ten (10) minors.
6. Neither the name nor address of the Burbank Public Library may be used as a mailing address for organizations, groups, or individuals using the meeting rooms.
7. No pictures, displays, signs, instructions or other materials may be hung or affixed directly on the walls of the meeting rooms.
8. Every person, group or organization using City facilities under permit shall indemnify, hold harmless and defend City, its City Council, officers and employees from any and all liability or financial loss, costs or expenses (including attorney's fees and costs) resulting from any suits, claims, losses or actions brought against the City, its Council, officers and/or employees which results directly or indirectly from the wrongful or negligent actions of permittee (including its sponsor, spectators, participants, members, officers, directors or agents). Wrongful or negligent actions include failure to adequately inspect, discover, and remedy or warn of defects in the premises or grounds.
9. Any publicity (print, video or online) must include the statement: "This program is not sponsored by the Burbank Public Library." Publicity must not list library telephone numbers or use images of the Library or the Library logo. A copy of publicity must be provided to Library Administration no later than 7 days prior the event.
10. Library Administration (818-238-5551) must be promptly notified of any change in the program chairman or person responsible for the meeting.
11. Use of the room is limited to the type of meeting or activity for which the approved application states. Library Administration shall be notified of any proposed changes in the type of meeting.
12. Use of controlled substances and smoking are strictly forbidden. Smoking outside is also not permitted within 20 feet of the Library facility.
13. Library staff may enter the auditorium / meeting room at any time in the performance of duties.
14. Use of the room shall be denied to any organization or group which, or any individual who, abuses or violates these rules and regulations or engages in activities which disturb the peace and tranquility of the Library.
15. The Library Services Director or designate, under the supervision of the City Manager shall administer these rules.



# Burbank Public Library Meeting Room Application

Date \_\_\_\_\_ Room Requested \_\_\_\_\_ Buena Vista Meeting Room \_\_\_\_\_ Central Library Auditorium \_\_\_\_\_

Name of Organization \_\_\_\_\_

Address \_\_\_\_\_

Name of applicant \_\_\_\_\_

Applicant phone \_\_\_\_\_

Applicant email \_\_\_\_\_

Subject or purpose of meeting \_\_\_\_\_

Date of meeting \_\_\_\_\_

Reservation start time (including setup) \_\_\_\_\_

Reservation end time (including cleanup) \_\_\_\_\_

Meeting start time \_\_\_\_\_

Meeting end time \_\_\_\_\_

Estimated number of attendance \_\_\_\_\_

Special equipment requested \_\_\_\_\_

***A Certificate of Insurance with a separate endorsement naming the City of Burbank as an additional insured, minimum \$1,000,000 coverage, is required before this application can be approved.***

Certificate of Insurance \_\_\_\_\_ included \_\_\_\_\_ will obtain \_\_\_\_\_

I, \_\_\_\_\_, have received and reviewed the meeting room policies and procedures for the City of Burbank/Burbank Public Library and will comply with all rules stated therein and with additional conditions, if any, stated below:

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed name \_\_\_\_\_

## STAFF USE ONLY

Application complete \_\_\_\_\_ Fee \_\_\_\_\_ Paid on date \_\_\_\_\_

Proof of nonprofit status \_\_\_\_\_ Proof of insurance \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_ Reservation added to calendar \_\_\_\_\_

