

**LINCOLN PUBLIC LIBRARY MEETING ROOM USE APPLICATION**

Name of Organization/Group: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

E-mail: \_\_\_\_\_ Library Card #: \_\_\_\_\_

Alt. Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_

Requested Day, Date, & Time: \_\_\_\_\_ Est. Attendance: \_\_\_\_\_

Nature of Event/Special Requests: \_\_\_\_\_

**REQUESTED ROOM:**

- Willow: Fits 94 guests w/o tables or 80 guests at up to 10 tables. Food is allowed, and there is a microwave, refrigerator, and sink.
- Fir: Seats 16 guests with tables, and has projection capabilities.
- Pine/Homework Center: Fits 90 guests w/o tables or 60 guests w/ tables.
- Redwood/Technology Center: Seats 30 guests with 20 computers; has projection capabilities.

**GROUP TYPE** (please check the first group that you meet all the criteria for):

- Contributing Service Organization: organization that annually contributes volunteer time or money directly to the Lincoln Public Library.
- Non-Profit: Organizations that can show proof of non-profit status.
- Resident groups: Business, resident, civic and community groups with a location in the City of Lincoln, Western Placer School District, or affiliated with Sierra College.
- Non-Resident groups: Organizations that do not meet the above criteria.

I agree that the use will be consistent with the rules for eligibility and use as set forth in the Library Meeting Room Policy and will comply with the procedures and limitations specified in the Library Meeting Room Use Agreement.

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

**Staff Use Only**

Date Received: \_\_\_\_\_ Staff Initial: \_\_\_\_\_  Yes  Changes Needed  No

Rental Amount: \_\_\_\_\_ Security Deposit: \_\_\_\_\_ Insurance \_\_\_\_\_

Total Amount: \_\_\_\_\_ Room Checked: \_\_\_\_\_ Deposit Refunded: \_\_\_\_\_

## LINCOLN PUBLIC LIBRARY MEETING ROOM USE AGREEMENT

### RESERVATIONS

- Meeting room reservations will not be confirmed until both a complete Meeting Room Use Application and the necessary proof of insurance are received. These signed documents may be delivered in person, by e-mail, or by mail.
- Reservations are not final until confirmed in writing by library staff, usually via e-mail.
- All fees must be paid prior to the event date. Fee tables are established by the City Council.
- If you require additional tables, chairs, or other equipment, please inform us on your application. We cannot guarantee these items, but we will accommodate you when we can.
- If you need to cancel your reservation, please do so at least 24 hours before your event.

### AVAILABILITY

- Rooms are available during library open hours; the Willow Room is available from 8 AM-11 PM, seven days a week.
- Reservations can be made up to six months in advance. Regular use of meeting rooms cannot be guaranteed beyond that six month period.
- Book for the time necessary for set-up, your event, and break-down. If you require staff assistance with set-up or break-down, additional fees will apply.

### SET-UP/BREAK-DOWN

- The meeting room will only be opened for the contact person(s) listed on your application.
- Complete break-down of your event means the room and all equipment in it must be returned to their original condition and configuration, lights turned off, and doors locked. If the room is not completely broken down, additional fees will be incurred.

### OFFENSES MERITING LOSS OF MEETING ROOM PRIVILEGE

- Failure to obey this contract, other library policies, city, state, or federal laws.
- Repeated cancellations or no-shows.
- Use of food in any room other than the Willow Room; use of alcohol in any room.
- Listing the Lincoln Public Library as a sponsor or contact point for any event.

### MEETING ROOM FEE SCHEDULES

	Contributor	Non-Profit	Resident	Non-Resident
Willow Room	\$20/hr	\$30/hr	\$40/hr	\$60/hr
Fir Room	\$10/hr	\$15/hr	\$20/hr	\$25/hr
Homework Center	\$20/hr	\$30/hr	\$40/hr	\$60/hr
Technology Center	\$100/hr	\$150/hr	\$200/hr	\$300/hr
Entire* Twelve Bridges Library	\$150/hr	\$250/hr	\$350/hr	\$500/hr

All rooms require a \$250.00 security deposit, which will be refunded if room is returned to original condition after use. Any necessary fees for break-down or cleaning will come from the security deposit. Proof of insurance is also necessary.

\*Technology Center not included.

## INSURANCE GUIDELINES FOR LINCOLN PUBLIC LIBRARY MEETING ROOM USE

Insurance is mandatory when using library meeting rooms. The certificate of insurance must name the City of Lincoln as an additional insured. At a minimum, this must be a \$1,000,000 (one million dollars) policy. There may be exceptions to this minimum, and you may be asked to increase the level of insurance if the event warrants it.

Proof of insurance must be provided on an original *Certificate of Insurance*. The renter, as listed on the Use Agreement and Application, must be named on the *Certificate of Insurance*. This document must be signed; a stamped signature is sufficient. The *Additional Insured Endorsement* must accompany the *Certificate of Insurance*.

### **TYPE OF INSURANCE REQUIRED:** General Liability

#### Limits of Coverage:

Bodily Injury: \$1,000,000 per occurrence, \$2,000,000 aggregate

Property Damage: \$1,000,000 per occurrence

Personal Injury: \$1,000,000 per occurrence, \$2,000,000 aggregate

**ADDITIONAL INSURANCE REQUIRED:** The City of Lincoln, its agents, officers, and employees must be named as an additional insured on the policy. A copy of this endorsement must be provided along with the *Certificate of Insurance*. A statement on the *Certificate* will not suffice.

### **CERTIFICATE HOLDER:**

The City of Lincoln  
600 Sixth Street  
Lincoln, CA 95648

**PRIMARY INSURANCE:** The coverage must be primary insurance as to the City of Lincoln. Companies issuing such policies shall be liable for up to the total amount of liability without right of contribution from the City of Lincoln or its insurers.

**DESCRIPTION OF OPERATIONS:** The event information (i.e., facility description, date of event, etc).

**QUESTIONS:** If you have questions regarding insurance requirements, you may call the City of Lincoln Parks Department at 916-645-5298

**NOTE:** Please note that a homeowner's policy is not considered to be adequate insurance coverage. Your insurance provider may be able to sell you a special one-day rider. Contact your insurance provider for information and suggestions. Special Event Insurance is available through the City of Lincoln if you are unable to procure the appropriate insurance on your own.