



LIBRARY MEETING ROOM RENTAL PROCEDURES AND RULES

Please initial on each page

1. Reservation Availability

Please call or email Recreation Services (925-931-5340; recreation@cityofpleasantonca.gov) to check for availability. If available, a reservation will be placed for the date requested upon receiving the completed and signed *Library Meeting Room Reservation Packet*.

The Library Meeting Room is available for booking days and evenings that the library is closed, except for the following Holidays: New Year's Eve, New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Easter Sunday, Memorial Day, Independence Day (July 4th), Labor Day, Veterans Day, Thanksgiving Day, Day following Thanksgiving, Christmas Eve, Christmas Day, and other special closures as determined by the City of Pleasanton.

Reservation Availability:

- Monday/Thursday 6:30 p.m. – 10:00 p.m.
- Friday/Saturday 5:30 p.m. – 10:00 p.m.
- Sunday 8:00 a.m. – 10:00 p.m.

2. Rental Categories and Priority Use

- PUSD, Co-Sponsored Groups, Pleasanton Residents, All Other Non-Profits, and Pleasanton-Based Businesses can reserve *one (1) year in advance*
- Non-Pleasanton Residents and Non-Pleasanton-Based Businesses can reserve *six (6) months in advance*.

3. Reservations

Library-related groups and activities have priority and are not restricted by the calendar month rule.

4. Responsible Party/Meeting Day Contact Person

The Responsible Party is the duly authorized representative of the organization or person responsible for the booking and must sign and complete the rental packet. The Responsible Person may authorize a Meeting Day Contact Person to check in/out of the facility on their behalf. Any changes to your Responsible Party or Meeting Day Contact Person(s) must be made in writing no later than **30 days prior** to your scheduled event. Responsible Party and the Meeting Day Contact Person must be at least eighteen (18) years of age.

5. Rental Fee Balance

- Full payment is due at the time of contract signing. Checks should be made payable to the City of Pleasanton. Cash, VISA, MasterCard, Discover, and AMEX are subject to a 2.5% transaction fee. **Payments not received by this deadline may result in the cancellation of the rental and forfeiture of the booking deposit**
- Applications, modifications, or changes submitted less than 30 days before the requested rental date will be subject to review before approval and charged a \$25 late charge/change fee.

6. Security Deposit

A security deposit is required for the use of the facilities. The security deposit will be returned within three (3) weeks if the facility is left in satisfactory condition. Additional cleaning costs are charged at \$75 per hour for labor. Any damage repairs will be charged at the actual cost.

Renter will forfeit all fees paid and may be charged for costs related to Police or Fire response due to public safety intervention.

7. Certificate of Liability Insurance

Due **30 days prior** to the scheduled event. Each applicant reserving the Pleasanton Library Meeting Room is required to provide the City of Pleasanton with a valid Certificate of Liability Insurance. Such a certificate shall provide **General Liability Coverage at a limit of \$1,000,000 per occurrence and \$2,000,000 aggregate**. The Certificate shall name the City of Pleasanton as an Additional Insured in conformance with the Hold Harmless Agreement in the *Library Meeting Room Reservation Application*. The Endorsements page must be included with the insurance certificate.

Suggested carriers: 1. www.hubinternational.com/programs-associations/event-insurance/buy-now/
2. <https://www.theeventhelper.com/cl1wux>

The **Certificate Holder** should be listed as:

City of Pleasanton
400 Old Bernal Avenue
Pleasanton, CA 94566

The **Additional Insured** should be listed as:

The City of Pleasanton, its officers, agents, employees, and volunteers are named as an additional insured.

Please email the completed insurance documentation (Certificate Holder and Additional Insured) for approval in advance to recreation@cityofpleasantonca.gov.

8. Changes/Updates to Reservation

Applications, modifications, or changes submitted before the requested rental date will be subject to review before approval. All changes must be made by the Responsible Party in writing and emailed to recreation@cityofpleasantonca.gov to be considered. The City of Pleasanton will not accept requests that come from the Meeting Day Contact Person. The City of Pleasanton reserves the right to approve or deny any change requests made by the Responsible Party.

9. **The City of Pleasanton** reserves the right to reschedule, relocate, or deny a previously approved request. In those cases, the applicant will be given as much notice as possible.

Library Meeting Room General Rules

Advertising

No advertising may be posted, petitions circulated, solicitations or sales made in the building or on the facility grounds except for Library or City-sponsored events such as the Friends of the Pleasanton Public Library Book Sale.

Air Conditioning/Heating

City staff and building monitors cannot guarantee the ability to maintain a set temperature in the meeting room.

Banners or Signs

Banners or signs may not be hung in the Library Meeting Room, in the library, on the exterior of the Library, or placed on Library grounds.

Building Monitors/City Staff

A building monitor(s) may be on duty in the facility during your rental. The monitor(s) will be available to open the facility, answer questions, and periodically check in with the person in charge of the event. Monitors are not available for decorating, setting up, or cleaning up. Questions regarding damage or cleanup after the rental can be directed to the building monitor. ***Building monitors cannot assure a full refund of your security deposit.***

Clean Up

The Responsible Party and/or Meeting Day Contact Person is responsible for the clean-up and condition of the Library Meeting Room at the end of their reservation. The privilege of using the meeting room for future meetings may be withdrawn if it is not left in good condition. The Responsible Party and/or Meeting Day Contact Person will be responsible for any damage to equipment for facilities beyond normal wear and additional clean-up, if required, that occurs during the reservation. Responsibility for clean-up includes:

- Pick up and throw away all trash
- Clean spills and debris from tables, chairs and floors
- Clean and wipe down sink and counter
- Return chairs and tables to the original setup. There is an original set-up picture on the wall

Conduct

The Responsible Party and/or Meeting Day Contact Person is responsible for the orderly conduct of people during the reservation.

Community Wall Posters/Flyers

Any posters and/or flyers created for the community wall would include the following language: "Please note, this event is independently organized and not sponsored by the City of Pleasanton."

Equipment/Supplies

- The Responsible Party and/or Meeting Day Contact Person is responsible for providing their own audio/visual equipment, such as laptops, cables, etc. A projector, microphone and podium are available with prior arrangement. A Building Monitor will provide initial instructions for operating the projector and sound system, and may be able to provide basic technical assistance during the reservation.
- The Responsible Party and/or Meeting Day Contact Person must provide their own supplies and equipment (painters' tape only, scissors, easels, etc.) to complete decorating and registration for their event. City ladders are not available for public use. Please do not stand on tables or chairs. Any equipment brought into the facility must have protective feet (rubber or felt).
- Prohibited items:
 - Balloons with helium are **not allowed** indoors.
 - Nails/Staples/Tacks - are **not allowed**.
 - Sparklers, dry ice, confetti (plastic, paper, or metal), confetti guns, glitter, color packets/dye, sequins, rice, birdseed, or flower petals, hay, sand, aerosol streamers, smoke/fog machines, and similar are not allowed in or around the building (including patios.)

Violation of this rule will result in the automatic forfeiture of the full Security Deposit.

Event Marketing

- The name, address, telephone number of the Pleasanton Public Library may not be used as the official address or headquarters of any group using the meeting room
- The use of the meeting room shall not be publicized in any way that implies the City of the Library's sponsorship of a group's activities, beliefs or policies or any endorsements.

Exit Doors and Paths

Do not block or obstruct any stairway, hallway, corridor, vestibule, aisle or exit door.

Food/Beverages

Food and/or beverages of any kind are **not allowed** in any meeting rooms. Bottled water is allowed.

Violation of this rule will result in the automatic forfeiture of the full Security Deposit.

Minors/Supervision

Activities for minors must be supervised by an adult. Chaperones must be provided at a ratio of one adult for every twenty (20) minors. Names, addresses, and phone numbers of chaperones must be submitted in writing **30 days prior** to the scheduled event.

Overcrowding

Events are limited to the number of attendees stated on the rental agreement. If an event exceeds the limit, the Fire Department and/or Police may be called to reduce the overcrowded conditions. Renters will be billed for all costs related to a service call for the Fire or Police Department.

Violation of this rule will automatically forfeit all fees paid and Pleasanton Police Department will be called to shut down the event. Renters will be charged for costs related to Police or Fire response due to public safety intervention.

Rental Time

- Rentals that exceed the scheduled hours will be charged **twice the hourly rate** per hour for any increment of extra time
- The facility will not open earlier than the permit start time. The renter must rent enough time for all necessary rental preparation, events, and complete clean-up
- Renter's reserve and pay for a continuous time block. Renters will not receive a refund or credit for time reserved, but not used
- The City of Pleasanton recommends allowing at least 30 minutes each for setup and cleanup.
- The facility is not available for the storage of items either before or after the event. Any items rented from an outside vendor must be picked up prior to the event's end time

Set-up

The applicant is responsible for set-up of the room and returning chairs and tables to the original set-up position. There is a picture of the original room set-up on the wall of the room.

Smoking

Smoking is prohibited inside City buildings, as well as within twenty (20) feet of all entrances.

Storage

No storage of private property is permitted in the Library, or on Library grounds. The City is not responsible for any items left behind.

Tables and Chairs

Tables and chairs are included in all reservations. For safety, attendees may not stand, sit, or lie on tables or chairs.

Vehicles

Driving or parking on sidewalks, pathways, patios, or grass areas is prohibited.

Parking

Reserved parking is not provided nor permitted. Parking spaces may not be coned-off. Vehicles parked illegally will be cited. Parking in an area designated as a Fire Zone is strictly prohibited.

I certify that I have read the *Library Meeting Room Reservation Procedures and Rules* pertaining to facility use and agree to comply with the Rules. **Violation of any of the above rules will result in the loss of the Security Deposit.** I further agree to be personally responsible for informing those using the facility as scheduled in the Agreement of the rules and procedures. I, or the organization, through me, agree to be responsible for any damage sustained by the facility, equipment, or furniture during use of the facility and further agree to release and hold harmless the City of Pleasanton from any and all liability for damage or injury to person or property of the undersigned due to use of said facility. Evidence of this Hold Harmless and Compliance Agreement shall be provided through a Certificate of Liability Insurance and Additional Insured Endorsement page from any insurance carrier.

Signed: _____ Date: _____

Name (print): _____ Organization Represented: _____



Library Meeting Room Rental Agreement

400 Old Bernal Ave. Pleasanton, CA 94566

Mailing address: P.O. Box 520 Pleasanton, CA 94566

Email: recreation@cityofpleasantonca.gov Phone: 925-931-5340

Staff Use ONLY:

☐ W2W

Permit #: _____

☐ Payment

☐ Insurance

Due: _____

RESERVATION DATE / TIME INFORMATION

Large Meeting Room Capacity: 200

Date (s)	Day of Week	Rental Start Time	Meeting Start Time	Meeting End Time	Rental End Time

RENTER INFORMATION

Name of Organization/Company: _____

Name of Responsible Party: _____

Phone: _____ Email: _____

Address: _____ City/State _____ Zip _____

Meeting Day Contact Person: _____ Phone: _____

Check Refund Information: (Organization/Company Use Only)

☐ Same as above

Pay To: _____ Mail To: _____

MEETING INFORMATION

Type of Event: _____ Estimated Attendance: _____

Equipment Needed: ☐ Projector (\$75) ☐ Microphone (\$30) ☐ Podium

Organization/Applicant is responsible for event setup/clean up and for returning tables/chairs to original setup.

MEETING ROOM RESERVATION PROCEDURE AND GENERAL RULES

Initial _____ I have read the Library Meeting Room Procedure and Rules, and agree to, and will abide by those rules.

Initial _____ I agree to provide a valid copy of a Certificate of Liability Insurance with the Additional Insured Endorsement page no later than 30 days before the event date.

HOLD HARMLESS AND COMPLIANCE AGREEMENT

I certify that the above information is accurate. I certify that I have read the Rules and Regulations pertaining to facility use and agree to comply with the Rules and Regulations. I further agree to be personally responsible for informing those using the facility as scheduled in the Agreement of the rules and regulations of the City. I, or organization, through me, agree to be responsible for any damage sustained by the facility, equipment, or furniture during use of the facility and further agree to release and hold harmless the City of Pleasanton from any and all liability for damage or injury to person or property of the undersigned due to use of said facility. Evidence of this Hold Harmless and Compliance Agreement shall be provided through a Certificate of Liability Insurance from any insurance carrier, or, if available, through special facilities insurance purchased through the City of Pleasanton.

Signature of Responsible Party

Date

Organization/Responsible Party

Refund Date/Staff: _____ Comments: _____