



Glendora Public Library FACILITIES APPLICATION

Please read Library Meeting/Event Rental Facilities policy before completing application

Applicant's Name (Group or Individual): _____

Applicant's Address: _____

Non-Profit IRS Tax I.D. # (if applicable): _____

Contact Person/Title: _____

Email: _____ Phone: _____

Event: _____

Event Date: _____ Event Type: _____

Facility Requested: _____ Bidwell Forum (389 max capacity, 200 seated) _____ Plaza
 _____ Friends Room (133 max capacity, 50 seated)
 _____ Other: _____

Anticipated Attendance: Adults _____ Children: _____

Arrival Time: _____ Departure Time: _____ Time event will start: _____

Is event open to the general public? YES NO Notes: _____

Will alcohol be served? YES NO Notes: _____

<p style="text-align: center;"><u>SET-UP</u></p> <p><input type="checkbox"/> Auditorium style # of chairs: _____</p> <p><input type="checkbox"/> Other # of tables: _____</p> <p>Notes: _____</p>	<p style="text-align: center;"><u>A/V EQUIPMENT—No charge</u></p> <p><input type="checkbox"/> Podium <input type="checkbox"/> Screen Down</p> <p style="text-align: center;"><u>A/V EQUIPMENT—See fee schedule</u></p> <p><input type="checkbox"/> Podium Mic <input type="checkbox"/> Wireless Mic</p> <p><input type="checkbox"/> TV/DVD <input type="checkbox"/> Projector</p>
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STAFF USE ONLY	<p style="text-align: center;"><u>PERMITS REQUIRED</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">PA/Dance</td> <td style="width: 10%;">YES</td> <td style="width: 10%;">NO</td> <td style="width: 15%;">Rec'd _____</td> </tr> <tr> <td>Outdoor</td> <td>YES</td> <td>NO</td> <td>Rec'd _____</td> </tr> <tr> <td>Other</td> <td>YES</td> <td>NO</td> <td>Rec'd _____</td> </tr> </table>	PA/Dance	YES	NO	Rec'd _____	Outdoor	YES	NO	Rec'd _____	Other	YES	NO	Rec'd _____	<p style="text-align: center;"><u>INSURANCE REQUIRED</u></p> <p style="text-align: center;">Insurance (min. \$1,000,000 "Additional Insured")</p> <p style="text-align: center;">YES NO Rec'd _____</p> <p>Notes: _____</p>
	PA/Dance	YES	NO	Rec'd _____										
	Outdoor	YES	NO	Rec'd _____										
Other	YES	NO	Rec'd _____											

Group Fees	Equipment	Cleaning	TOTAL	Notes

<p>The undersigned applicant hereby acknowledges having read and understood the Library's Facilities Policy and this application form. The applicant warrants that the proposed meeting is in compliance with the Policy and accepts full responsibility for compliance with all applicable health, safety, sanitary and fire regulations, including maximum occupancies set by the Fire Marshall.</p>	<p><input type="checkbox"/> Reservation Confirmed <input type="checkbox"/> Denied</p> <p>Approval for the use of Library facilities does not imply Library or City endorsement of event content or points of view. Reservation is confirmed once this application is signed below.</p>
<p>_____ Applicant's Signature Date</p>	<p>_____ Library Director or Designee Date</p>

Library Meeting/Event Facilities Fees
(Per Administrative Policy 4.01 adopted by the Library Board of Trustees)

Charges and Fees - All fees are non-refundable and non-transferable

The below listed fees are for non-profit groups; Glendora resident non-profit groups with a verifiable IRS Tax Identification number are eligible for discounted rates as follows. "Resident group" is defined as a group whose membership is composed of at least 51% City of Glendora residents.

Item No.	Service	Current Fee	Last Updated
LB-1.1	Facility Deposit	No Charge	8/23/2016
LB-1.2	Bidwell Forum Maximum Capacity = 389 Recommend Capacity = 200 with Auditorium seating	No Charge. Two (2) hour minimum	8/23/2016
LB-1.3	Bidwell Forum with Plaza	No Charge. Two (2) hour minimum	8/23/2016
LB-1.4	Friends Room Maximum Capacity = 133 Recommended Capacity = 50 with Auditorium seating	No Charge. Two (2) hour minimum	8/23/2016
LB-1.5	Cleaning Deposit	No Charge	8/23/2016
LB-1.6	Person-on-duty	\$20/hr. Assessed for meetings beginning/ ending after regular open hours or on days library is closed	8/23/2016
LB-1.7	Alarm Response	\$100/response. Assessed in the event of any alarm response (e.g. fire, police, etc.)	8/23/2016
LB-1.8	Microphone Fee	No charge. Must be requested in advance on application form.	8/23/2016
LB-1.9	Video Equipment (VHS/DVD Player, TV)	No charge. Must be requested in advance on application form.	8/23/2016
LB-1.10	Overhead Projector	No charge. Must be requested in advance on application form.	8/23/2016

Fees listed below are for all other groups (private parties):

Item No.	Service	Current Fee	Last Updated
LB-2.1	Facility Deposit	\$250/event. Refund subject to cancellation policy.	8/23/2016
LB-2.2	Bidwell Forum Maximum Capacity = 389 Recommend Capacity = 200 with Auditorium seating	\$100/hr. Four (4) hour minimum	8/23/2016
LB-2.3	Bidwell Forum with Plaza	\$150/hr. Four (4) hour minimum	8/23/2016
LB-2.4	Friends Room Maximum Capacity = 133 Recommended Capacity = 50 with Auditorium seating	\$75/hr. Four (4) hour minimum	8/23/2016
LB-2.5	Cleaning Deposit	\$250/event. Refund subject to condition of room after event (including kitchen)	8/23/2016
LB-2.6	Person-on-duty	\$20/hr. Assessed for meetings beginning/ ending after regular open hours or on days library is closed	8/23/2016
LB-2.7	Alarm Response	\$100/response. Assessed in the event of any alarm response (e.g. fire, police, etc.)	8/23/2016
LB-2.8	Microphone Fee	\$10/mic. Must be requested in advance on application form.	8/23/2016
LB-2.9	Video Equipment (VHS/DVD Player, TV)	\$10/unit. Must be requested in advance on application form.	8/23/2016
LB-2.10	Overhead Projector	\$10/unit. Must be requested in advance on application form.	8/23/2016

- Set-up and tear-down time are included in total reservation time.
- The full hourly fee will be charged for any increment of an hour.
- Double the hourly rate will be charged for any meeting extending beyond their scheduled reservation time.