



# 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 (includes set-up): \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Departure Time (includes clean-up): \_\_\_\_\_

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

Will alcohol be served? YES NO Notes: \_\_\_\_\_

### SET-UP

- Auditorium Style # of chairs: \_\_\_\_\_
- Classroom Style # of tables: \_\_\_\_\_
- Other

Notes: \_\_\_\_\_  
\_\_\_\_\_

### A/V EQUIPMENT – No charge

- Podium  Screen Down

### A/V EQUIPMENT – See fee schedule

- Wireless Mic  Lapel Mic  Laptop
- TV/DVD  Projector

### PERMITS REQUIRED

PA/Dance	YES	NO	Rec'd _____
Outdoor	YES	NO	Rec'd _____
Other	YES	NO	Rec'd _____

Notes: \_\_\_\_\_

### INSURANCE REQUIRED

Insurance (min. \$1,000,000 "Additional Insured")

YES	NO	Rec'd _____
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Notes: \_\_\_\_\_

STAFF USE ONLY

Group Fees	Equipment	Cleaning	TOTAL	Notes

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.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Reservation Confirmed  Denied

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.

Library Director or Designee \_\_\_\_\_ Date \_\_\_\_\_

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; Qualifying factors may include: status of sponsor as a government-registered charity or other confirmable not-for-profit/noncommercial venture; at least 51% Glendora residents/business owners among either sponsoring agency members or public event participants.

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	\$25/hr. Assessed for meetings beginning/ ending after regular open hours or on days library is closed	7/1/2019
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 Players, TV Monitors, Screens, Laptops, Projectors)	No charge. Must be requested in advance on application form.	7/10/2018

**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. Two (2) hour minimum	7/10/2018
LB-2.3	Bidwell Forum with Plaza	\$150/hr. Two (2) hour minimum	7/10/2018
LB-2.4	Friends Room Maximum Capacity = 133 Recommended Capacity = 50 with Auditorium seating	\$75/hr. Two (2) hour minimum	7/10/2018
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	\$25/hr. Assessed for meetings beginning/ ending after regular open hours or on days library is closed	7/1/2019
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 Players, TV Monitors, Screens, Laptops, Projectors)	\$25 flat rate, for any number of units combined. Must be requested in advance on application form.	7/10/2018

- 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.