

Ojai Valley Library Friends and Foundation  
121 East Ojai Avenue  
Ojai, California 93023  
805-640-1947 - [www.ovlff.org](http://www.ovlff.org)

Ojai Library  
111 East Ojai Avenue  
Ojai, California 93023  
805-646-1639 - [www.vencolibrary.org](http://www.vencolibrary.org)

### LIBRARY FRIENDS MEETING ROOM - APPLICATION FOR USE

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

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

Address of Organization: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Name of organizational representative making this request (must be at least 21 years of age):

(Please print:) \_\_\_\_\_

Position with rental organization: \_\_\_\_\_

Requested meeting date(s): \_\_\_\_\_

Keep my deposit on file? [ ] Yes [ ] No

Check for technology needs\*: \_\_\_\_\_ LCD projector \_\_\_\_\_ Screen  
\_\_\_\_\_ Sound System \_\_\_\_\_ CD/DVD player

[ \* Use of in-house technology equipment requires prior arrangement with Library staff. ]

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All bookings must be completed with the Ojai Librarian through the use of this form.

#### AGREEMENT

It is expressly understood that the library has adopted certain rules applicable to the use of the OVLFF Meeting Room (located at 121 East Ojai Avenue). A copy of the *Policies of Use* will be provided to all applicants. Each group using the facility as a meeting place accepts full responsibility for (a) any damage to the facility and/or equipment and (b) leaving the facility in a clean and useable condition. A refundable damage deposit of \$150.00 shall be presented with this signed and dated Agreement, separate from the facility use fee. Use of the OVLFF Meeting Room does not constitute endorsement by the Ojai Valley Library Friends and Foundation, the Ventura County Library Services or the Ojai Library of points of view expressed by the group utilizing the room. No advertisement or announcement implying such endorsement will be permitted. **Fees should be paid using a check payable to the Ojai Valley Library Friends and Foundation (OVLFF). Please use separate checks for rental fees and deposit fees.**

As applicant I agree, as the sanctioned representative of this group/organization, to hold the Ojai Valley Friends and Foundation, the Ojai Library and the Ventura County Library System, its officers and agents, harmless from any claim or expenses that may arise from the above use or occupancy of the OVLFF Meeting Room. I also agree to accept full responsibility for any damage to any property or buildings by such use and agree to leave the room in the condition I found it and accept responsibility for any and all costs associated with any cleaning services and/or equipment replacement or repair deemed necessary by the OVLFF related to my use of said facility. I hereby certify that I have read, understand and agree to abide by the *Policies of Use* document and its contents as well as this *Agreement*.

Signature of Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Use Fee paid: \$ \_\_\_\_\_ ( \_\_\_\_\_ cash \_\_\_\_\_ check # \_\_\_\_\_) Date: \_\_\_\_\_

Deposit: \$ \_\_\_\_\_ ( \_\_\_\_\_ cash \_\_\_\_\_ check # \_\_\_\_\_)

Application accepted by: \_\_\_\_\_ Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Room checked: \_\_\_\_\_ Deposit returned: \_\_\_\_\_  
(date) (date)