

VENTURA COUNTY LIBRARY
SAN BUENAVENTURA MEETING ROOM POLICY

The meeting rooms of the Ventura County Libraries, operated by the Ventura County Library, are available for Library, San Buenaventura Friends of the Library, and the City programs and activities. Secondly, they are available to educational, civic, cultural, religious, business, and other groups and organizations for public meetings. Rooms may not be used for partisan political campaign purposes. The Library Director shall determine suitability of use. Such use will be subject to the following regulations:

1. There is no charge for activities sponsored by the Library San Buenaventura Friends of the Library, or the City.
2. Meeting Rooms are available for use by other groups in accordance with the following schedule:

<u>MEETING ROOM</u>	<u>CHARGE</u>
Avenue Conference Room	\$10.00
3. Groups are responsible for leaving rooms clean and undamaged or charges will be assessed to cover work required. Groups leaving rooms in poor condition may be refused future use.
4. Failure to notify of cancellation one week prior to the meeting date may affect future meeting room privileges.
5. All meetings must be open to the public.
6. Responsibility for the meeting room must be assumed by an adult, 21 years of age or older. Proof of age or address may be required.
7. Reservations are on a first-come, first-served basis and may be reserved up to a maximum of 2 months in advance. Preliminary inquires about availability may be made by telephone. Reservations are considered firm only after Meeting Room Agreement is signed and payment has been made.
8. Except for events sponsored by the Library, San Buenaventura Friends of the Library or the City, an admission, registration or membership fee shall not be charged to the public and the sale of any product or merchandise shall not be allowed in the meeting rooms.
9. Groups using the rooms are responsible for setting up chairs, tables, etc. and for returning them to order at the end of each meeting.
10. Use of the room by a group does not constitute an endorsement of the group or its view by the Library or the City of San Buenaventura.
11. The Group shall designate one person to pick up the key during regular library hours before the meeting is held.
12. Groups are responsible for closing and locking all doors at the end of the meeting. Groups failing to do so may be refused future uses.

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SAN BUENAVENTURA MEETING ROOM AGREEMENT

AVENUE LIBRARY CONFERENCE ROOM

Avenue Library, 606 N. Ventura Ave., Ventura, CA 93001

Telephone: (805) 643-6393

Capacity: 25 people

Equipment available: 2 six-foot tables, 16 chairs, projector screen, and sink. Street parking only.

PLEASE PRINT

Organization _____ Today's Date _____

Contact Person _____ Phone _____

Note: this phone number may be given to the public

Address _____

Library Staff Initials _____

Your copy of this form is your confirmation and receipt. Make any check payable to Avenue Library.

Rental fees must be paid before meeting room keys are released. Keys must be signed out by an individual over 21 years of age. Keys may be returned to the library public service desk or dropped in the library bookdrop if library is closed.

As applicant, I agree as a representative of this group or organization to hold the City and its officers and agents free and harmless from any claim or expenses that may arise from the above use or occupancy of City property. I also agree to accept full responsibility for any damage to any property or buildings by such use. As applicant, I hereby certify that I have read and agree to abide by the Meeting Room Policy.

Signature _____ Date _____