

Community Meeting Room Application

CORONA PUBLIC LIBRARY
 650 South Main Street
 Corona, CA 92882
 (951) 736-2384
 FAX: (951) 736-2499

Administration/Booking Hours of Service:
 Monday-Thursday 10 a.m. – 6 p.m.

Library Hours of Service:
 Monday-Tuesday 12 p.m. – 9 p.m.
 Wednesday-Thursday 10 a.m. – 6 p.m.
 CLOSED FRIDAYS and SUNDAYS
 * VIDEOCONFERENCING AVAILABLE NOW *
 Call for Details & Application

Step 1 General Information:

Meeting Date: _____

Time in: _____ Time out (½ hour before closing): _____
 (Including your set-up & clean-up):

Total Hours: _____ Attendance Count: _____

Name of Organization: _____

Library Program: _____

Library Program City Dept. Business Govt. Non-Profit Private Party
 Special Group (HOA's, Unions, Special Interest Groups, Associations and Sport teams).

Contact Person (**Must be present to check-in and check-out with Circulation**):

E-Mail Address: _____

Street Address: _____ City: _____ Zip: _____

Work Phone: _____ Home Phone: _____ **SIGNATURE:** _____

Applications & fees must be submitted at least 2 weeks prior to the event for each day a Community Room is requested.

Step 2 Room(s) & Set-Up:

Please check the room you wish to reserve:

- Main Street Room (16 tables/58 chairs)
- Belle Street Room (80 chairs)
- Grand Blvd. Room (Main & Belle combined)
- Taber Street Room (conference, max 12)
- High Desert Room (8 tables/48 chairs)
- Board Room (Staff Only)

Belle St. & Main St. Rooms:
 34 tables / 136 chairs

185 chairs only, theatre seating facing South or West

Please indicate alternate room set up for East & West Rooms (see diagram set-ups):

#3 – Classroom #4 – Conference #5 – Seminar #6 – Banquet #7 – Classroom #8 – Seminar

Step 3 Equipment:

- A/V Podium Screen
- Microphone (\$10)
- CD/DVD Player (\$10)
- Projector (\$10)
- Overhead Transparency Projector (\$10)
- Main Room Kitchen
- Piano (\$20)
- Stage (\$20)
 - 8x8 8x16 4x16 4x32

Meeting Space Capacity *

Name of Room:	Capacity w/Chairs:	Capacity w/chairs & tables:	Capacity w/Stage:
Belle Street Room	80	58	60
Main Street Room	80	58	60
Grand Blvd Room (combined)	170	136	150
Taber Street Room	N/A	12 (table & chairs standard)	N/A
High Desert Room	48	48 (table & chairs standard)	N/A

*Capacity dependent on furniture set up options.

Step 4 See Reverse side for Fees, Policies and Liabilities



ALL ATTENDEES ARE REQUESTED TO PARK FIRST IN THE PARKING LOT ACROSS FROM THE LIBRARY, ON THE CORNER OF BELLE & SEVENTH STREET, UNTIL IT IS FILLED

FOR OFFICE USE ONLY:

Total Fee Due: _____ (See Invoice)

Check #: _____

Date Sent to Circulation: _____

Security: Y N hours: _____

Notes: _____

FEES: HOURLY CHARGES

1) Resident / Non-Resident – Non-Profit

One Room, first 2 hours of any month	Free
One Room after 2 hours:	\$15.00/hr
Grand Blvd Room (Main St./Belle St. combined):	\$30.00/hr

2) Resident / Non-Resident – For Profit / Businesses

One Room:	\$75.00/hr.
Grand Blvd Room (Main St./Belle St. combined):	\$150.00/hr.

3) Resident / Non-Resident – Special Groups: (including HOA's, Unions, Special Interest Groups & Sports Teams)

One Room:	\$25.00/hr.
Grand Blvd Room (Main St./Belle St. combined):	\$50.00/hr.

Non Standard Set-up Fee:

Add/remove tables or chairs: \$20.00 per room

Other:

Cleaning – Fee based on actual cost of cleaning (All)

“NO SHOW”: Standard hourly charges (All)

POLICY

Groups may book the community room up to 6 months in advance.

Non-profit groups will be allowed a **2 hour ONE TIME PER MONTH ONLY free use of the Community Room**, with **five additional uses** per year, **NOT TO EXCEED TWO (2) TIMES IN ANY ONE MONTH**, at the regular rental rates.

All other groups/organizations will also be limited to 17 uses per year not to exceed two (2) times in any one month.

Room(s) are rented for a minimum of two hours.

Room fees are charged in full hour increments only.

Groups must provide written verification of non-profit status with a **501 (c) 3 from the US Internal Revenue Service (IRS)**.

Reservations are not confirmed until the application, and fees have been received by Library Administration at least two weeks prior to the event.

All requests for room(s), equipment, and set-ups MUST be marked on your application at the time of submittal, or an additional fee will apply.

Food & drink are NOT allowed in the Taber St. Room.

Cancellations must be submitted to Library Administration one week prior to an event **OR** the group will forfeit room rental fees. Non profit groups will be charged hourly room fees and risk their privilege for future use.

Each group will be billed for damages and will risk its privilege for future use.

All meetings must be free and open to the public (except lawful executive sessions of governmental bodies). Groups cannot limit access to the meeting room by charging an entry fee.

No materials or services may be sold for private profit or gain, including the cost of materials which may be used for instructional purposes.

Moving the furniture / equipment / partition door is not allowed.

NOTE: The person who signs the application assumes responsibility for the group and any damages incurred; must be at least 18 years of age; and **must be present at the meeting**. Granting of permission to use the room in no way constitutes endorsement of the policies or beliefs of the group by the Library Director, Library Board of Trustees, or the City of Corona.

NOTE: The group or organization agrees that to the fullest extent permitted by law, they will defend, indemnify, and hold harmless the Library, the City of Corona, its officers, employees or agents, from and against any and all claims, damages, losses, injuries to persons and property and expenses, including, but not limited to, attorneys fees, consultants fees, and all legal costs and all legal expenses, and fees incurred on appeal except where such liability, damages, costs, losses, claims or expenses are caused solely by the negligent or wrongful acts of City or any of its agents or employees, arising out of or resulting from the use of the described Community Meeting Room by said group or organization, or by any of its officers, employees, agents, guests, or invitees. This indemnification includes, but is not limited to, any wrongful, intentional, or malicious acts or conduct of the group or organization, its officers, employees, agents, guests or invitees.