

**STOCKTON-SAN JOAQUIN COUNTY PUBLIC LIBRARY
CITY OF STOCKTON LIBRARY FACILITIES
RESERVATION FORM**

Submit Application no later than five (5) days prior to event date.

Application Date: _____ Organization Name: _____

Contact Person: _____ Phone #: _____ Email: _____

Organization Address: _____

Event Date(s): _____ Requested Time Frame (Only Library Public Hours): _____

Program Type: _____ Estimated Attendance: _____

Presentation Description: _____

Payment: \$35 per hour reservation fee, All fees due at time of booking. Make checks payable to City of Stockton.

Cancellations: A \$25 processing fee will be charged if reservation is canceled 15 days or less prior to event. All fees are forfeited if canceled less than 48 hours prior to event.

Deposit: A refundable damage deposit of \$100 is required if serving refreshments other than water. See item 5 of the guidelines on Page 2 for details.

Non Profits: No reservation fee for non-profits if program is free and open to the public. The Library cannot serve as headquarters for any organization. Use of meeting rooms by nonprofits to sell products or services will require an hourly reservation fee.

Fee Calculator

The room will be used by a qualifying non-profit organization. No hourly fee required.

Hourly Reservation Fee: _____

Damage Deposit Fee: + _____

Total Amount Due: _____

For Office Use Only - Damage Deposit Refund Eligibility

Not Approved

Approved in the amount of \$ _____ Approved By _____

Library Meeting Room Requested

Chavez Central Library (100 capacity)

Maya Angelou Library (72 capacity)

Weston Ranch Library (80 capacity)

Margaret Troke Library (60 capacity)

Other (With Approval) Specific Area Requested _____

Furniture and Equipment Needs

PA System Microphone with Stand

Lectern

Projector

Screen

Computer

Tables – How many? _____

Chairs – How many? _____

Setup Description (or attach diagram) _____

Do you need internet access? _____

Will you use your own laptop? _____

If No, do you need the following accessories?

CD drive DVD Drive Speakers

Other (specify) _____

Software needs (applicable for facility technology only):

Word Excel Access PowerPoint

Real Player Windows Media Player

Other (specify) _____

Agreement

If permission is granted, lessee hereby agrees to comply strictly with the *Guidelines and Procedures for City of Stockton Library Facilities* as set forth on page two. Lessee agrees to hold the City of Stockton, its governing bodies, the individual members thereof, and all employees free and harmless from any loss, damage, liability, cost, or expense that may arise during or be caused by such use of the library facilities. The lessee agrees to furnish such liability or other insurance for the protection of the public and the lessor as the lessor may require.

Signature of Responsible Party (Required)
(must be over age 18 and be present at the event)

Title in Organization

**STOCKTON-SAN JOAQUIN COUNTY PUBLIC LIBRARY
GUIDELINES AND PROCEDURES
CITY OF STOCKTON LIBRARY FACILITIES**

1. Library facilities will be made available to organizations and individuals on an equitable basis. Use of Library facilities does not constitute endorsement of or advocacy by the Library of the beliefs or viewpoints of individuals or groups using the facilities. A notice to this effect may be posted near facilities being used.
2. All reservations must be made a minimum of 45 days in advance of the proposed event date.
3. Library-related events or functions, including those of Library Friends or support groups, or use of rooms by participants of Library Family Literacy programs, may be given first priority in assigning space.
4. Smoking, candles, and other potential fire hazards are prohibited.
5. Alcoholic beverages are not allowed in library facilities with limited exceptions for fundraising events that directly benefit the Stockton-San Joaquin County Public Library or the City of Stockton Community Services Department.
6. Prior permission must be received if food or beverages will be served, and a refundable damage deposit may be collected. A refund check will be mailed upon request 6-8 weeks after the room is inspected for damage.
7. Library facilities are available only during Library open hours unless otherwise approved by the Community Services Director or designee.
8. A usage fee, the amount of which will be determined by the City of Stockton's published fee schedule, is charged for each event. **The amount is payable at the time the room is booked.**
9. There is no fee for facilities use by the City of Stockton or San Joaquin County departments.
10. Room Rental Cancellation Policy: A \$25 processing fee will be charged if the reservation is canceled 15 days or less prior to event. All fees are forfeited if canceled less than 48 hours prior to event.
11. Pending the Community Services Director's determination that additional security is needed, the lessee is responsible for the cost of security.
12. Set up and cleanup will be the responsibility of the group using the facility. Facility must be returned to the condition it was in prior to the event.
13. The Library and the City of Stockton are not responsible for equipment, supplies, materials or other items owned by meeting room users.
14. Users of Library facilities are responsible for any damage that occurs during use of the facility to Library facilities, equipment, furnishings, materials, or supplies.
15. The Library reserves the right to revoke authorization to use the facilities at any time.
16. Exceptions to these guidelines may be made only with prior approval of the Community Services Director or designee.