

Palos Verdes Library District – MEETING ROOMS CHECKLIST

Please read the checklist below carefully and initial each item. These are some (but not all) of the requirements contained in the Palos Verdes Library District’s Meeting Room Policies and Procedures. As the individual signing the application, it is important that you read, understand and share with members of the Organization and with participants of the event all of the requirements listed below and in the complete policy. Failure to comply with these requirements may result in denial of future use of Peninsula Center's Community Room, Conference Room, Teen ANNEX and Malaga Cove's Community Room and Gallery Room for the individual and the organization.

Publicity Disclaimer: Any publicity distributed for this event must include a statement worded as follows,

“This activity is not sponsored by the Palos Verdes Library District”.

Initial	I acknowledge and agree to the following:
	The individual initialing this list is responsible for knowing the rules governing the facility and for communicating those rules to the group.
	The room must be left in the same condition as it was found. All refuse shall be placed in trash containers and furniture returned to its original location. Failure to clean up will result in a \$75.00 per hour charge for cleanup time and possible restriction from future meeting room use.
	All spills must be cleaned up immediately and reported to the Administration Office or to the Reference Librarian on duty (if Administration is closed).
	Users shall not adhere any items to the walls with tape, tacks, staples, nails or any other adhesive. The padded wall in the Peninsula Center Community Room is the only space available for hanging items.
	No admission, registration or membership fee can be charged unless prior agreement is made with the Library District.
	Wine may be served ONLY if the individual or group sponsor has obtained special events insurance coverage with a minimum liability limit of \$500,000 with their own insurance carrier and provided a certificate of insurance to the Administration Office naming the District as an additional insured prior to the event.
	All members of the audience and sponsoring organization must leave the building at the time designated on the application (in all cases, no later than 9:00 p.m. at Peninsula Center and 5:00 p.m. at Malaga Cove unless other arrangements have been made in advance with Administration).
	Groups using the Meeting Rooms are responsible for maintaining order. Events held in the Meeting Rooms shall be restricted to the room only and are not to flow over into the area outside the doors.
	Any violation of this policy may result in denial of the group’s future use of the Meeting Rooms.

USE AGREEMENT:

The undersigned agrees that the individual/group named as applicant will leave the Meeting Room and furnishings in the condition in which they were found. Applicant further agrees to accept liability for any damage to facility, its furniture or equipment caused by the occupancy of said premises by the individual/organization and to report any such damage immediately to Library Administration or to the Reference Librarian on duty. Applicant understands that a bill will be issued for any damage to the room or furnishings and that the individual/organization will be denied future use of the Meeting Room until such bill for damages has been paid in full. Repeated damage to the room or furnishings may result in the loss of all future use by the individual and the organization.

Signature

Date

Organization (if applicable)