



**CITY OF BEVERLY HILLS
COMMUNITY SERVICES
BEVERLY HILLS PUBLIC LIBRARY
REQUEST FOR USE OF FACILITY**



Please circle facility requested: Meeting Room North - Meeting Room South - Auditorium - Kitchen

Date (s) of use	Setup time <i>(initial if not needed)</i>	Start time	End time	Cleanup time <i>(initial if not needed)</i>	Total hours

Please circle if you'll need any of the following: TV Remote - Projector Screen - White Board - City Personnel

Please circle organization type: Resident - Non resident

Name of Organization _____

Type of Organization _____

Description of Activity _____

Org. Add. _____ City _____ ST _____ Zip _____

Applicant Name _____ Title _____

E-mail _____

Applicant Add. _____ City _____ ST _____ Zip _____

Applicant Phone: Hm _____ Business/daytime _____

Estimated Attendance: BH Residents _____ Minors under 18 _____ Adults _____

I hereby certify that I will abide by all rules and regulations of the City of Beverly Hills. As a duly authorized representative of the sponsoring organization and on behalf of the sponsoring organization, I agree to defend and to hold harmless the City of Beverly Hills, together with its officers and employees, against any and all liability and claim thereof for any injury, death or property damage allegedly suffered by any person, including the sponsoring organization, its agents or employees, or the negligent acts or omissions of the City of Beverly Hills, its officers or employees, and occurring during and as a result of the exercise of the privileges and the permission hereby being granted to the sponsoring organization, its agents and employees.

Name _____ Date _____

***** THIS SECTION TO BE COMPLETED BY STAFF ONLY *****

Facility Rental Fees (2 hours minimum):

Auditorium Hours _____ = \$ _____
 Meeting Rm Hours _____ = \$ _____
 Kitchen Hours _____ = \$ _____
TOTAL RENTAL _____ = \$ _____
Audio Visual Set-Up _____ = \$ _____
CITY PERSONNEL _____ = \$ _____
 Auditorium Deposit _____ = \$ _____
 Meeting Rm Deposit _____ = \$ _____
 Kitchen Deposit _____ = \$ _____
TOTAL DEPOSIT (refundable) _____ = \$ _____

Fee	Resident	Non-Res
Meeting Room	\$45.00/hr	\$56.00/hr
Cleaning Deposit	\$90.00	\$112.00
Auditorium	\$91.00/hr	\$115.00/hr
Cleaning Deposit	\$182.00	\$230.00
Audio Visual Set-Up	\$26.00	\$32.00
City Personnel	\$62.00/hr	
Kitchen Use	\$62.00/hr	
Kitchen Deposit	\$124.00	

***** PLEASE PROVIDE DETAILED EVENT INFORMATION HERE *****

Title of event: _____

Type, subject, content, description of event: _____

Time of event - Starts: _____ Ends: _____

Admission fee required Free event Private event Open for general public

Sponsor(s) of event: _____

Name(s) of performer(s), speaker(s), guest(s): _____

Contact information, reservation phone numbers, website URLs, etc.: _____

Please make sure to provide Library Administration with any flyers, posters, handouts and any other promotional materials you may have, for better assistance of the patrons and public members seeking more detailed information regarding your event. Promotional materials must specify that the activity is not sponsored by the Library and must be pre-approved by the Library Administration.

This information, along with the payment form may be mailed to us at:
Beverly Hills Public Library
444 N. Rexford Dr.
Beverly Hills, CA 90210
Attn: Administration

Our fax number is: (310) 278 – 3387

For further assistance, you can reach us at: (310) 288 – 2220

PERMIT GUIDELINES

Permit application: The facility permit must be completed by an adult 18 years or older. Permits are nontransferable. The department is authorized to request Police Department review and investigation of applicants as deemed necessary. Staff reserves the right to cancel or revoke permits.

Commercial transactions: Please note that commercial transactions are not allowed on our premises.

CANCELLATIONS, REFUNDS, AND CHANGES

The permit user is required to notify the Library Administration Office of cancellation at least seven (7) days prior to the reserved date. If less than seven (7) days' notice, all fees shall be forfeited with the exception of the cleaning deposit which is refundable. Any re-booking (changing date(s), changing time(s), etc.) will be subject to a \$45 administration fee per each occurrence.

Insurance: A certificate of insurance naming the City of Beverly Hills as insured for the said event is required for certain activities, including but not limited to organized competitive games and activities involving more than 99 people. If insurance is required, written verification is due at least one week prior to the reserved date.

Residence status and privileges: To qualify for the resident fee, a permit user must reside within the legal limits of Beverly Hills. A Beverly Hills business must pay with a check imprinted with the resident address. Beverly Hills post office boxes or postal zones do not qualify a user for resident status.

Payment of fees: No reservation will be final without full payment of fees. We accept credit cards (preferable), personal checks, cashier's checks and money orders. Please make checks payable to the City of Beverly Hills.

Cleaning deposit: The applicant is financially responsible for any damage to property or equipment, for use of the facility beyond the time approved, and for any additional personnel costs that result from facility use. A cleaning deposit is required. If all department rules and requirements have been satisfactorily met and if no damage to City property or equipment has occurred, a refund of the cleaning deposit will be credited back to your credit card or mailed within two weeks, depending on how you choose to pay.

FACILITY REGULATIONS

1. The permit user must be in attendance for the entire time the reservation is in effect.
2. The use of alcohol, tobacco, or narcotics is not allowed.
3. The requested time includes setup and cleanup. Early arrivals cannot be accommodated.
4. Activities for minors must be supervised by adults at a ratio of one adult for every ten minors. The permit user may be asked to secure the services of a private security officer.
5. Decorations may not be affixed to facility surfaces with tape, nails, tacks or staples. All decorations and signs must be removed promptly after use.
6. Advertisements, circulation of petitions, and solicitations are not allowed.
7. Publicity materials are subject to approval by the Library and must specify that the activity is not sponsored by the Beverly Hills Public Library.
8. Storage of private property is not permitted.
9. City staff members are authorized to enter a facility at any time.
10. The permit user is responsible for abiding by all regulations and insuring that participants do the same. Violation will be grounds for suspension of the activity and forfeiture of the security deposit.