PERMIT TO USE CITY LIBRARY FACILITIES

Mail to: PASADENA PUBLIC LIBRARY

285 E. Walnut Street Pasadena, California 91101

(626) 744-4041 FAX (626) 585-8396

FACILITY			DATI	E RECEIVED _		
NAME OF GRO		ON				
PURPOSE OF G	ROUP/ORGANIZA	ATION				
SUBJECT OF A	CTIVITY/EVENT	e.g. Bach Music Re	cital, Telemarketing	g Seminar, Parenti	ng Workshop, etc.)	
Please write even	t name as you wish	it to be listed on th	ne Library's public	e calendar:		
CHARGING AD	MISSION TO EVE	NT? Yes No _	_ LIMITING A	DMISSION TO	MEMBERS? Yes _	 _ No
ESTIMATED AT	TTENDANCE			GE OF ATTEND ASADENA RES	EES IDENTS	
APPLICANT/G	ROUP INFORMA	TION				
Name						
			public	erstand that all eve calendar (initial	vents will be listed on	the Library's
			on the		name and phone number calendar: Yes No	
	Days, Dates, and F	Iours Requested -	Include Time Fo	r Your Preparati	on And Clean-Up	
Days (Mon., etc)	Calendar Date(s)	Arrival Time	Event Begins	Event Ends	Departure Time	Total Hours

- 1. City-authorized staff may enter and remain in a meeting room at any time in performance of duties.
- 2. Activities for minors must be supervised by responsible adults.
- 3. No person may be denied access to a meeting unless the permittee has paid the established fee for the exclusive use of the room.
- 4. Authorization for library facilities use is limited to the furniture and equipment assigned to that facility or room.
- 5. Smoking and Alcoholic beverages are prohibited in public facilities.
- 6. Group with over 100 in attendance are required to show proof of insurance.
- 7. Groups agree to restore area to original clean condition and agree to pay for any and all damages to library property while property is being used by applicant.
- 8. Groups are required to vacate their reserved facilities on or before the time specified on the permit.
- 9. Groups may not store supplies or equipment in library facility.
- 10. The Library reserves the right to preempt any event for a Library or City-sponsored event;
- 11. A fully completed and signed, **Permit To Use City Library Facilities**, must be submitted at least two weeks in advance of use and all fees paid.
- 12. Notice of cancellation must be given 3 months in advance for a Saturday or Sunday booking, or at least ten (10) working days in advance for all other bookings. Failure to do so may result in loss of meeting room privileges and/or forfeiture of fee.
- 13. Each group is responsible for its own publicity. Any printed publicity must include the statement "This program is not sponsored by the Pasadena Public Library." Publicity must not include the library telephone number.

Applicant Certification

I certify that the information on this permit is true and complete to the best of my knowledge and belief and that I have received and read the **Policies Governing Library Facilities** and will abide by them. I further understand that my signature below indicates my acceptance as the individual responsible for the above-indicated group/organization. To ensure that attendees observed the Policies Governing Library Facilities and the Library's Standards of Behavior, I hereby agree to be in attendance for the entire time this reservation is in effect. Failure to comply with this provision will result in loss of use of facility.

	Total Fees Due	
Applicant Signature		
Oonald R. Wright Auditorium Users (Only:	
understand that I must submit and adhe	ere to an off-site parking plan.	
	Applicant Signat	ure
This permit gra	ants no privileges until confirmed and ret	urned to you.
This permit gra	nts no privileges until confirmed and ret	urned to you.
This permit gra		urned to you. ID:
<u> </u>	For Office Use Only	<u> </u>
Insurance:	For Office Use Only Fees:	ID:Staff badge
Insurance: Off-Site Parking Plan:	For Office Use Only Fees: Rental Fee	ID: Staff badge