Conference / Meeting Room Application

Instructions: Please fill out the entire application. Incomplete application will not be considered. Fees are payable at the time of reservation. Payable to “Banning Library District.”

Organization (write NA if none): ________________

Name: _____________________________ Phone Number: _____________________________

Date of Application: ______________ Date of Event: ______________

Time (please include setup and cleanup): From _______AM/PM to _______AM/PM

Check One:

The Conference Room*

☐ Non-Profit, open to public $0, (attach 501(c)3 form if required)
☐ Non-Profit, closed to public $10/hour, first hour free, (attach 501(c)3 form)
☐ For-Profit, open to public $20/hour, minimum of two hours
☐ For-Profit, closed to public $25/hour, minimum of two hours
☐ Private Individuals $15/hour
☐ Friends of the Banning Library $0

Other fees
☐ Setup fee $10 (if it requires rearrangement of tables)
☐ Cleanup fee $10 (only if food and beverages will be served)

Equipment

☐ Podium / free
☐ Whiteboard / free
☐ Headphones (up to 4) / free
☐ Laptop / $25
☐ Projector / $10
☐ Electronic Whiteboard / $15

TOTAL FEE: $ ____________ CASH / CHECK / CREDIT CARD (Review fee schedule)

Use Agreement: The undersigned certifies that the information given is correct. The undersigned has read and understands the Faculty Use—Meeting Room Policy. He/she assumes full responsibility for damage to or loss of equipment or furnishings. Any publicity distributed for this event must include a statement worded as follows, “This activity is not sponsored by the Banning Library District.”

Name: _____________________________ Signature: _____________________________ Date: ______________

*Maximum capacity is 19 persons. Prices may be changed at any time without further notice.

________________________________________________________________________________________

Filled by District: ______________ Filled out by: ______________ Date: ______________ PROVIDE COPY OF POLICY

Approved by Circulation Supervisor ______________ Approved by District Director: ______________

Denied—Reason: Not Available / Schedule Conflict / Other: ______________

v. 2
Banning Library District

POLICY MANUAL

POLICY TITLE: Facility Use
POLICY NUMBER: 6000

6000.1 The Banning Library Conference Room is used for Board meetings, programs, and events. Library events will be given priority over those of other organizations. Banning Library District encourages public, private, and social individuals and groups to use the Conference Room and adhere to policies for such use. The District does not endorse the policies or activities of any individuals and groups using the District’s facility.

6000.2 Applicant agrees to hold the District harmless and indemnifies the District with regard to any liability arising out of use of the facility, for events or exhibition. Individuals and groups are encouraged to obtain appropriate insurance, although this is not a requirement to use the facility.

6000.3 District Director reserves the right to cancel and deny access to facility in the future if there is a failure to comply with conditions of use. The Board reserves the right to revoke the privilege of use of the Conference Room at any time.

6000.4 Non-Profit individuals and groups are registered as 501(c)3. Individuals and groups not registered as 501(c)3 can qualify as Non-Profit if the purpose of the meeting is educational or of community interest, and there is no charge to attend. Soliciting income is not allowed.

6000.4.1 The Conference Room is free to use for Friends of the Banning Library and meetings held by elected officials and library staff, with approval of the District Director.

6000.4.2 Non-Profits may accept voluntary donations to recover meeting costs, if fees were paid.

6000.5 The Conference Room must be reserved two-weeks in advance. Full payment must be paid when the application is turned in. Reservation cannot be “Transferred” to another individual or group. Activities are limited to what the application states. There are no refunds, unless canceled by the District Director for library functions or programs.

6000.6 The Conference room is to be returned in the same condition that it was provided. The applicant or his/her group will be responsible for any damages equipment and/or property of the District.

6000.6.1 There is a setup fee if it involves rearranging of tables and chairs.

6000.6.2 There is a cleanup fee if any light food or refreshments were served.

Revised and Approved May 2019
Reviewed December 2013
6000.7 Sale of Donation, Art, and Materials must be disclosed and approved by the District Director.

6000.7.1 Friends of the Banning Library are permitted to sell donated items.

6000.7.2 Art work and paintings can be sold on the premise. The artist must remit 10% of the gross sales to the District.

6000.7.3 The District does not allow individuals or groups or organizations to sell products or tickets or other items on District premises.

6000.8 Public Bulletin Board and Display Areas are for materials of public interest. The materials for bulletin board and display area must be approved by the District Director.

6000.8.1 Priority goes to any materials the Banning Library District, Friends of the Banning Library, and the Board of Trustees wants to display.”

6000.8.2 Events must be open to public, posted by a Non-Profit, and of an educational, cultural, and/or informational nature.”

6000.8.3 Political materials endorsing specific candidates or viewpoints are not allowed. Religious materials aimed to convert will not be allowed. Commercial materials (such as tutoring, rooms for rent, garage sales, etc.) are not allowed.
There is a processing fee for use of all Debit and Credit Cards.

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