



# Application for Library Ancillary Facilities Usage

## Booking Fee due with Application see Fee Schedule

Email: [libraryreservations@cityofcamarillo.org](mailto:libraryreservations@cityofcamarillo.org)

DATE OF EVENT \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Phone (day): \_\_\_\_\_

Phone (evening): \_\_\_\_\_

Fax: \_\_\_\_\_

Cell: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email address: \_\_\_\_\_

Exact Title of Organization: \_\_\_\_\_

Type of organization:  Profit  Non-Profit  Governmental  Other (describe): \_\_\_\_\_

Title of Event: \_\_\_\_\_

Purpose of Event:

- Meeting  Social  Commercial  Other (describe): \_\_\_\_\_  
 Wedding & Reception  Wedding Reception

Est. Attendance:	Setup Time Needed:	Clean Up Time Needed:	Actual Event Start Time:	Actual Event End Time:
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- Facility Use  Community Room (maximum standing capacity 298)  
 Check all that apply  Full Room  
 Half Room (maximum standing capacity 149)  
 Entry Courtyard - Only available with Catered Events  
 Boardroom (seats 14, room capacity 14)  
 Conference Room (seats 16, room capacity 16 – only available during Library operating hours)

- Set-Up Configurations  U-Shape (maximum seating 48 - requires full room rental)  
 Rectangular Conference (max. seating 30 Side A; max. seating 42 Side B; max. seating 54 Full room)  
 Banquet (max. capacity 150 without dance floor full room rental; max. capacity 60 half room rental)  
 Banquet (maximum capacity 130 with a dance floor, full room rental)  
 Theater (maximum capacity 200 chairs)  
 Classroom (maximum seating 72) without power  
 Classroom (maximum seating 72) with power (Limited power to tables is available at additional cost)  
 Dance Floor (12'x12') Vendor rental (**contact one of approved caterer's or Party Pleasers**)  
 Stage (8'x 8'x12'') only available on Side A or full room rental  
 Children's Program (Library program use only)

- Equipment  No Equipment Required  
 Check all that apply  Podium with microphone (community room only)  
 Projector/Screen (community & conference rooms only)  
 Handheld wireless microphone – **requires additional refundable deposit**  
 Lapel wireless microphone - **requires additional refundable deposit**  
 Multimedia projection with VCR/DVD player (community & board rooms, **requires full room rental**)  
 TV (flat screen) & VCR/DVD (TV in Boardroom - no projection)  
 Piano (Community Room) Tuning requested by user is billed at actual costs & requires advanced notice  
 White Dry Erase Board w/markers

- White Paper Board w/markers
- Meeting Directional Sign
- Teleconference Capabilities (community & conference rooms only)
- Video Conferencing is available only in Community Room - **requires the full room rental; and additional cost for IS staff to operate**

Note: Internet Access is only available with Camarillo Library Card which Applicant is responsible to obtain.

Decorations The use of decorations is subject to City approval. **ABSOLUTELY NO** Fog or misting machines, open flame of any kind, glitter or confetti of any type, tape, glue, staples, nails, or tacks may be used on any surface in the facility. Applicant may bring their own easels for displays or banners.

- Yes, (describe) please be specific: \_\_\_\_\_
- No decorations

Food/Beverages Please indicate:

- Food & Beverages will not be served
- Food & Beverages will be served (includes light refreshments such as water, coffee, cookies, etc.)\*\*
- Alcohol will be served – Special Events Permit and additional insurance required.

\*\*It is the Applicants responsibility to coordinate and pay for, all food and beverage services through one of the approved catering companies:

- Command Performance Caterings at 805-522-5163, ask for Manuel Escobedo; or
- DJ’s California Catering at 805-850-0194; or
- Giant Steps Café at 805-484-0700 (onsite café available for light event catering)
- Martino’s Catering at 805-988-8068

Photography  Photography inside Library. Specify date & time desired \_\_\_\_\_.

After-Hours Use of the facilities before or after normal operating hours (8 am to 5 pm M-F) and on designated City and Library Holidays, require special arrangements. Additional fees will be charged for all security services required per the Fee Schedule. The conference room is not available for after-hours use.

Booking Deposit: Applicant understands that a Booking Deposit is due with Application in order to hold date. Applications submitted without Booking Deposit will not be processed.

Applicant’s obligations: Applicant is responsible for conduct of all attendees ensuring that inappropriate, disruptive or illegal activities do not occur on the premises.

Nonprofit designation: A 501(c) 3 nonprofit organization must submit a copy of their IRS determination letter showing nonprofit status prior to confirmation of reservation.

Business Tax Certificate: All Applicants including a charitable or non-profit organization are required to contact the Camarillo Business Tax Division at 805-388-5330 immediately upon application.

Insurance: The City’s legal counsel has directed that completed certificates of insurance be submitted (see SAMPLE of “Acord 25-S” form and its accompanying ISO Form GF 20 10 11 85 Endorsement form). The wording on the certificate and endorsement forms should read: **Additional Insured: City of Camarillo and Library Systems & Services, LLC and their officials, agents, servants, volunteers and employees are listed as additional insureds on the endorsement form CG 20 10 11 85 (or better).** This requirement is standard procedure for all certificates of insurance required by the City. As an option, contact Department of Administrative Services at 805-383-5633 for information regarding cost and coverage of optional insurance offered by the City’s insurance carrier. Applicant must submit proof of insurance by the date specified in the approval confirmation letter.

Hold Harmless and Indemnification Agreement: Applicant must complete and submit the attached Hold Harmless and Indemnification Agreement by date specified in the approval confirmation letter.

All fees, booking and security deposits, proof of insurance, hold harmless and indemnification agreement, IRS determination letter (if applicable) and/or business tax certificate(s) are due a minimum of two (2) weeks prior to the event or by the date specified in the approval confirmation letter in order to secure reservation. Failure to submit or comply with these requirements by the date specified in the approval confirmation letter will result in cancellation of your tentative reserved dates.

Cancellation: Reservations cancelled at least 30-days prior to requested event date; and Wedding venues cancelled at least 60-days prior to the requested event date, will be entitled to a full fee refund. Failure to give required notice of cancellation may result in forfeiture of booking fees and/or deposits.

Applicant Certification:

I attest that I am legally authorized to file this application on behalf of the stated organization and that this authorization binds the applicant and organization to the conditions required by the City of Camarillo Policy, the Camarillo Library Ancillary Facilities Regulations, Fee Schedule and this application.

I certify that I have received a copy of, and read City of Camarillo City Council Policy No. 11.13, Camarillo Library Ancillary Facilities Regulations and Fee Schedule and agree to adhere fully to all conditions and requirements stated therein, and as stated in this application.

I will be responsible for all additional costs incurred for use of City personnel, police, cadet, private security services, equipment and facilities. The costs will be paid directly to the City within 30-days of invoice.

I fully understand that the City may reject this application. The filing of this application does not grant permission to use the facilities until such permission is granted through the issuance of the Approval Confirmation Letter and payment of all Fees and Deposits.

Applicant Signature\*: \_\_\_\_\_ Date: \_\_\_\_\_

\*(Signature must be of person submitting Application and this person **MUST** be on-site during the entire Event)