



# Southern California Library

## Event Request Form

**Title of Event:** \_\_\_\_\_ **Organization:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Number of People Expected (best estimate):** \_\_\_\_\_

**Description of the Event:** \_\_\_\_\_

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**Please list approximately how many chairs, tables, and trash cans you will need. Also list here any technical equipment you will need. (See below for a list of available items).**

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**Will you need use of the kitchen for the event? If yes, in what capacity?**

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**Will event set-up and clean-up occur between the hours of 10am and 6pm?**

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**Please attach a diagram of your proposed program set up**

### What You Can Expect From Us

- To open and close facility
- Provide chairs and tables
- Provide trash cans with liners
- Provide extension cords and surge protectors
- Provide use of TV/VCR

### What We Expect of You

- A clean facility
- Tables and chairs returned to original positions
- No damage to facility
- Up front deposit
- Music must remain at an acceptable level, as defined by city code or staff
- No alcoholic beverages in the facility
- No smoking in the facility
- Child care/ supervision

Also available for an additional cost are microphones, sound equipment, a large screen, laptop, and after/before hour usage.

Please complete and turn in form approximately three weeks prior to the event. Form should be sent to Raquel Chavez by email to [raquel@socallib.org](mailto:raquel@socallib.org), or by mail to 6120 S. Vermont Ave., Los Angeles, CA 90044.

Thank You!  
Southern California Library Staff



# Southern California Library

## Facility Use Contract

Southern California Library agrees to allow

\_\_\_\_\_ (Renter) to use the following facilities:

Room	Availability
The Reading Room	<i>Capacity 25</i>
Mezzanine	<i>Capacity 25</i>
Main Lounge	<i>Capacity 150</i>

Price is set on a sliding scale. Also available, for an extra charge, is use of microphones, sound equipment, large movie screen, laptop, and the use of facility before/after official hours.

### Price for Large Space Use (Main Lounge)

Organization Budget	Under \$250,000	\$250,000-\$750,000	Over \$750,000
<b>Non-Profit/ Educational Inst.</b>	\$20 per hour	\$40 per hour	\$50 per hour
<b>Student/ Community Group</b>	\$15 per hour	\$25 per hour	\$30 per hour
<b>Unaffiliated Individual</b>	\$40 per hour	\$45 per hour	\$50 per hour

### Price for Small Space Use (Reading Room or Mezzanine)

Organization Budget	Under \$250,000	\$250,000-\$750,000	Over \$750,000
<b>Non-Profit/ Educational Inst.</b>	\$15 per hour	\$20 per hour	\$30 per hour
<b>Student/ Community Group</b>	\$10 per hour	\$15 per hour	\$20 per hour
<b>Unaffiliated Individual</b>	\$20 per hour	\$25 per hour	\$35 per hour

Extras	Price
PA System w/ 2 speakers	\$15
Microphones and stands (up to 3)	\$10
Small speakers or stereo	\$5
Large Screen	\$10
Laptop	\$20
After/Before Hour Usage (per hour)	Rental price plus additional \$25 per hour

Initial here \_\_\_\_\_ that lender has explained to renter the rudiments of using the facility/equipment (from here on solely referred to as facility).

The renter will use the facility from \_\_\_\_\_ am/pm until \_\_\_\_\_ am/pm on \_\_\_\_\_ (date) during regular business hours (10 am to 6 pm Tuesday through Saturday). Renter will be charged \$\_\_\_\_\_ for each additional half hour they remain after their contract has expired.

Renter will pay a fee of \$\_\_\_\_\_ to lender upon approval of contract by Lender. Renter is fully and solely responsible for all damaged, lost, or stolen equipment.

Permission to use the facility is given only to the renter and is non-transferable. Lender may request, without reason or prior notice that the reservation be cancelled with a full refund.

It is the renter's responsibility to be aware of and abide by all applicable FCC, state, local, and federal regulations, laws, and ordinances regarding the use of facility.

Renter is responsible for any damage or interference caused to the facility. Use of the facility is at Renter's sole risk. The facility and its resources are provided on an "as is" basis. Lender expressly disclaims all warranties of any kind, whether express or implied, including, but not limited to the implied warranty of fitness for a particular purpose.

Lender makes no warranty that (i) the facility will meet Lendee's requirements, or (ii) the equipment will function.

No advice or information, whether oral or written, obtained by renter from lender shall create any warranty not expressly stated in this document.

**Agency Name:**

\_\_\_\_\_

**Agency Address and Phone Number:**

\_\_\_\_\_

\_\_\_\_\_

**E-mail Address:**

**Contact Name and Title:**

\_\_\_\_\_

I am an authorized agent of \_\_\_\_\_ (Renter).

I understand the terms of this contract and agree to abide by them.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Southern California Library (Lender)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_