



**Crowell Public Library**  
 1890 Huntington Drive, San Marino, Ca 91108  
 (626) 403-2211  
 FAX (626) 403-2212

## APPLICATION FOR FACILITY USE

*The undersigned hereby applies for permission to rent or use the meeting room space at the Crowell Public Library as part of the facilities and services for the City of San Marino.*

### APPLICANT INFORMATION

Name of Organization or Individual: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

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

City/Zip: \_\_\_\_\_ Email: \_\_\_\_\_

### EVENT INFORMATION

Date of Event: \_\_\_\_\_ From (Time): \_\_\_\_\_ To (Time): \_\_\_\_\_

Purpose of Meeting/Event: \_\_\_\_\_

Approximate Attendance: (See Occupancy Limits: \_\_\_\_\_)

Classification *(select one)*:  General User Group  City Recognized Local Community-Based Organization

Room Requested:  Barth Community Room  Schow Patio Garden  Thornton Conference Room

Equipment Requested: Number of Chairs \_\_\_\_\_ Number of Tables \_\_\_\_\_ Other \_\_\_\_\_

### DRAW A DIAGRAM OF DESIRED SET-UP

Chair = X      Table =

### PAYMENT SCHEDULE

	FEE	DATE DUE	DATE PAID
Rental Fee (Non-Refundable)	\$ _____	_____	_____
Insurance Fee (Non-Refundable)	\$ _____	_____	_____
<i>For General User Groups:</i>			
Cleaning/ Damage Deposit (\$250.00 Refundable)	\$ _____	_____	_____
<b>Balance</b>	<b>\$ _____</b>	_____	_____

Credit Card# \_\_\_\_\_ Exp. \_\_\_\_\_ Name on Card \_\_\_\_\_ Signature \_\_\_\_\_

## ROOM RENTAL POLICIES

- Public Library sponsored activities shall have priority in all spaces.
- All requests are on a first come, first served basis.
- All facility rental requests must be made a minimum of 14 days in advance. Requests will not be accepted more than 90 days in advance.
- Payment in full must be received at least 14 days before the reservation date.
- The facilities are available for a fee to the following:
  - 1) City Recognized Local Community-Based Organization.  
These groups are identified by the City and must be based in San Marino (i.e. organization must have a San Marino address or regular established meeting place must be in San Marino).
  - 2) General User Groups.  
These groups consist of all individuals, companies and organizations who are not a City Recognized Local Community-Based Organization.
- Insurance premium fees are payable to the City of San Marino as follows:

<u>Events with 100 persons or Less</u>	<u>Events with more that 100 persons</u>
Not required (without alcohol)	\$116.15 (without alcohol)
\$143.32 (with alcohol)	\$176.15 (with alcohol)
- Applicant may submit their own liability insurance.
- A \$250 security deposit will be required from General User Groups. If the facility is left in a clean and undamaged condition and all City rules and regulations have been followed, the deposit will be refunded in full.
- There is an additional cleaning charge of \$50 for the Barth Room and \$25 for the Thornton Conference Room for all groups if food is to be served.
- Renter is responsible for the cost of damage repairs; damage will be determined by the City. If the security deposit is inadequate to cover damages, applicant will be billed for the remaining cost of the damages.
- A supervision fee will be added if an event takes place outside of normal library operating hours and requires staff attendance.
- Groups with youths under the age of 18 must have one adult over age 21 for every 10 youths. Any group which does not have adequate supervision or fails to maintain discipline will be asked to leave.
- Persons applying for a room rental must be 21 years of age or older.
- Contact person or organization officials must be present during rental.
- Approval is required for all equipment used in facility.
- All materials/decorations brought in must be removed, including tape.
- All kitchen counters, sinks, and tables must be cleaned and wiped dry.
- All trash and garbage must be placed in appropriate receptacles.
- No smoking or any form of open fire or lighted candles is permitted in the building or parking lot.
- The City of San Marino is not responsible for property left on the premises.

- The Applicant agrees to defend, hold harmless and indemnify the City of San Marino including any and all officials, officers, and employees/and agents thereof against any and all demands, claims, and causes of action arising directly or indirectly out of the activity authorized by the permit including all costs and attorneys fees incurred in connection therewith.

*I have received, read and understand the Facility Rules and Conditions of Use.*

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Renter

Date

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City Official

Date