

# San Bernardino Public Library Meeting Room Application

Norman F. Feldheym Central Library  
555 West 6th Street  
San Bernardino, CA 92410  
PH (909) 381-8251 FAX (909) 381-8229  
www.SBPL.org

Name of organization: \_\_\_\_\_ Today's date: \_\_\_\_\_

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

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_ Attendance: \_\_\_\_\_

Purpose of Meeting: \_\_\_\_\_

Date of meeting: \_\_\_\_\_ Time of meeting: \_\_\_\_\_ to \_\_\_\_\_

\* Early access fee before 10:00 a.m. Monday - Thursday and before 1:00 p.m. Saturday: \$20 per 1 (one) hour

\* Early access applicants are responsible for monitoring door access during their events.

\* Free Wi-Fi available at 10:00 a.m. If requesting early access and Wi-Fi please include the time needed: \_\_\_\_\_

## Meeting Room (s) requested:

\_\_\_\_\_ Bing Wong Auditorium - \$100 per 4 (four) hours or any part thereof. \$25 per additional 1 (one) hour

\_\_\_\_\_ Kellogg B - \$25 per 1 (one) meeting per 1 (one) day (Kellogg B has drop down screen for presentation use)

## Equipment requirements:

\_\_\_\_\_ TV-VCR/DVD - \$10 per 1 (one) day

\_\_\_\_\_ Number of microphones (limit 3). Bing Wong Auditorium only.

\_\_\_\_\_ Portable PA system - \$5 per 1 (one) day with refundable \$50 deposit. Kellogg Room B only.

\_\_\_\_\_ Digital overhead projector - \$30 per 1 (one) day. Bing Wong Auditorium only.

\_\_\_\_\_ Technical support - \$30 per 1 (one) hour. Groups are responsible for ensuring laptop is configured for internet access prior to the meeting date.

\* If meeting rooms are reserved for Saturday, additional unpaid services will not be granted - no exceptions.

\* Your need for the following equipment must be clearly defined on your application

\_\_\_\_\_ Refreshments

\_\_\_\_\_ Meals (Catered or pre-prepared) - \$25 clean up fee.

\* Refreshments and/or food may be served only in Kellogg Room B. Special permission must be secured for the serving of a meal and/or light refreshments. **Food may not be prepared in the meeting rooms.** Containers and utensils are to be provided by the group.

(Meeting Spaces Policy Statement, condition 19)

## Regulations:

\* All meetings must be free and open to the public.

\* Approved applications must be presented to designated Library staff for access to the event space.

\* Groups using facilities may not charge admission nor collect money, except for regular dues which do not constitute a charge for admission.

\* The Library reserves the right to ask a group to relinquish the meeting room if it is needed for a Library function.

\* Granting of permission to use the room in no way constitutes endorsement of the policies or beliefs of the group by the Library, Library Board of Trustees and the Library Director.

\* No alcoholic beverages are permitted in the Library.

\* All fees must be prepaid prior to the event and are not refundable. No fees will be waived per the Library Board of Trustees

\* The Library provides no custodial services for organizations using meeting rooms. Set-up is the group's responsibility.

\* Users will be liable for any damage to equipment or facility.

\* The Library does not have the facilities to store support equipment, supplies or refreshments

\* Remember, your group is enjoying a unique privilege in sharing meeting space within a public library. Your organization's consideration for the rights of library patrons is expected.

**I have read the regulations and agree to see that my group observes the regulations and the undersigned hereby agrees to be personally responsible on behalf of the above organization.**

Signature \_\_\_\_\_ Print name \_\_\_\_\_

*An application must be submitted for each meeting. A copy will be kept in the library's administrative office.*