



Loomis Library and Community Learning Center
Jessie Helms Community Room Application 01/2017

6050 Library Drive
Loomis, CA 95650
916-824-2905
Please Print

Applicant/Organization's Name _____ Date _____

Name of Event _____ Date of Event _____

Time(s) of event requested _____

Name of the Person(s) Responsible _____
Only those listed can make changes to the rental application

Address _____

City _____ State _____ Zip Code _____

Day/Business Phone _____ Fax _____

Home Phone _____ Cell Phone _____

Email Address _____

Type of Group for the Function (check all that applies) Individual Non-Profit Other

Non-profit ID Number _____

Number attending Event (maximum 70 for Jessie Helms Room) _____

Description and list of the activities you will be having at the Event:

Reservations subject to availability and must be confirmed.

Signature _____ Date _____

Please answer Yes or No to the following questions as they pertain to your use of Jessie Helms Community Room.

My rental of the Jessie Helms Community Room	Yes	No
Will Be Open to the Public		
Will be a fundraising event		
Will have vendors (caterers for example)		
Will be serving food		
Will be having entertainment (DJ, Band, Clown, etc.)		
If yes what type of entertainment		
Will be an educational class or seminar		
Will alcohol be served		
Will have minors at event		

Room Capacity is 70 people.

Will you be using the following equipment or amenities	Yes	No
Large Capacity Coffee Pot		
Sink/ Hot Water		
Small Refrigerator		
Stove and Oven		
Microwave		
Restrooms		
Piano		
Wi-Fi		
White or Silver Screen		
Clock		
Flag		
Tables and Chairs		
Art Exhibits / Displays		

You will need to provide your own cleaning supplies, food, drinks, condiments, disposable dinnerware and napkins. You must remember to clean up after your event. A checklist will be posted.

Signature

Date

Rental Policies and General Information
Please save pages 3 – 6 for your Reference
Please sign and return pages 1, 2, and 7

I. General Rental Information

- 1.) Reservations are taken at the Loomis Library and Community Learning Center, 6050 Library Drive, Loomis, CA 95650 916-824-2905 during Library hours. Inquiries may be made in person, by telephone, or at loomislibraryprograms@gmail.com. Telephone inquiries are **not** considered confirmed reservations. Reservations are accepted on a first come, first serve basis, up to one year in advance of the rental date.
- 2.) You may tour the Jessie Helms Community Room during Library Hours, provided that an event is not in progress. To schedule a tour please send your request to the Program Coordinator at loomislibraryprograms@gmail.com.
- 3.) Rental Times must include all set-up and take-down/clean-up time. Library Staff is not available for any set-up of the Jessie Helms Community Room.
- 4.) Insurance is required for **all** rentals (See item V #1 and #4 for details). A certificate of liability insurance in the amount of \$1,000,000 with an endorsement for additional insured naming The Friends of the Library, Loomis is required. The presence of alcohol and the use of vendors may require additional insurance as well.
- 5.) Once an application is completed and turned in, the Library staff will review within 2 business days. If the application is approved, the reservation will be entered for the Jessie Helms Community Room, locking in the date and time and you will be notified.
- 6.) Rental permits will only be issued to persons 21 years or older.
- 7.) Renter is required to check-in and check-out with Library Staff if event is during library hours.
- 8.) The Jessie Helms Community Room cannot be rented to individuals or groups whose purpose in renting the room is for sales.

II. Security Deposit and Rental Fees

- 1.) A Security Deposit of \$50 is required for all facility rentals. The deposit will be refunded at Library Staff's discretion. Renters booking the facility for multiple events within the calendar year will only pay the security deposit once and it will roll over for each event, provided no damage or need for cleaning has occurred.

<u>Rental Fee</u>	
Individual	\$15 per hour
Non- Profit	\$15 per hour
Other	\$20 per hour

- If Library staff is called back to the library after hours, a \$25 callback fee will be accessed.

- If your event causes the need for:

- a. Cleaning beyond the normal maintenance
- b. Repairs or replacement due to structural or equipment damage.
- c. Fire Department response due to false alarms or exceeding capacity of the building per Fire Code, or
- d. Sheriff's Department response due to failure to follow all laws and ordinances, including,

but not limited to, the Town's sound ordinance and laws related to disturbing the peace, the security deposit will be used to pay for the additional fees. If fees exceed the amount of the deposit, renter will be required to pay the additional amount.

- 2.) Facility inspections will be conducted following the event by staff of the Loomis Library and Community Learning Center to determine the condition of the facility, including kitchen, lobby, and restrooms. If all cleaning requirements are met, no damage has occurred, and the rental time was not exceeded, staff will refund your Security Deposit.
- 3.) The Friends of the Library, Loomis reserves the right to retain the entire security deposit if the applicant has knowingly made a false statement of material fact or has knowingly omitted to state a material fact in the rental application. Incomplete, inaccurate, or false information by the renter on the contract may result in cancellation of the contract and loss of the security deposit and any fees paid.

III. Rental Fees Policies

- 1.) All rental fees and security deposits are due two weeks prior to a scheduled event. Events scheduled within the two week window, payment is due immediately. Payments may be made by cash or check. Checks should be made payable to Friends of the Library, Loomis.
- 2.) The Friends of the Library, Loomis reserves the right to adjust fees at any time.
- 3.) Renter acknowledges that the facility may be rendered unusable or otherwise unavailable due to circumstances beyond the Friends of the Library, Loomis control, including but not limited to flooding, fire, natural disaster, other acts of God, criminal acts or acts of war or terrorism. In the event that the facility should become unavailable due to any such circumstances, the Friends of the Library, Loomis will refund any fees received from renter. The Friends of the Library, Loomis shall not be liable for renter's consequential damages, including but not limited to other costs incurred in connection to the renter's event, lost profits, or lost opportunity.
- 4.) The Jessie Helms Community Room can be used to conduct business for free (rental fee only) by the Friends of the Library, Loomis, the Loomis Basin Historical Society, Placer County Genealogical Society, and the Town of Loomis. The insurance requirements must still be met.

IV. Cancellations

- 1.) Cancellations of reservations may be subject to a \$50 administration fee.
- 2.) All cancellations are required to be in writing by the person named on the contract. Written cancellations may be faxed, emailed, mailed, or hand delivered.

V. Renter/Rental Polices and Conditions

- 1.) For all events held, renters are required to submit with the application, a certificate of insurance showing the Friends of the Library, Loomis, its officials, employees, and volunteers as additionally insureds and an additional insured endorsement showing the Friends of the Library, Loomis, its officials, employees, and volunteers to be added by endorsement as additional insured to all liability policies, except workers' compensation or professional liability (errors and omissions) policies in the amount of \$1,000,000. The original certificate and additional endorsement page must be mailed to: Friends of the Library, Loomis, P.O. Box 610, Loomis, CA 95650. All persons, groups and organizations, and organizations shall agree to hold the Friends of the Library, Loomis, its appointed board, agents, volunteers, and employees harmless from any liability for damages and claims for personal injury including death as well as from claims for property damage which might arise from the use of the Jessie Helms Community Room and its contents. Failure to obtain proper insurance can result in cancellation of events, and all fees forfeited.
- 2.) The person in charge of the event must be available to the Library's staff and volunteers the entire time in case of emergency by cell phone.
- 3.) Renter is responsible for securing all required permits and shall present copies of permits to the Library staff prior to rental date.
- 4.) When selling alcohol a temporary license for the California State Department of Alcoholic Beverage Control (ABC) is required. A copy of the license needs to be given to Library Staff before the event. The event will also have to hold liability insurance with Host Liquor Liability.
- 5.) No consumption of alcohol in the parking lot. Alcohol, regardless of permits, can not be consumed while the library is open.
- 6.) Subleasing is not allowed.
- 7.) The Library staff may, at any time, instruct renter to turn music down or discontinue due to abuse of noise permit rules and regulations. All noise violations will result in the cancellation of event. Renter must comply with all Library Staff instructions.
- 8.) The renter is responsible for providing all equipment. The Friends of the Library, Loomis may provide items listed on page 2 under amenities and equipment.
- 9.) Smoking is prohibited on the Loomis Library and Community Learning Center Campus.
- 10.) Fire Code does not permit open flame devices including candles. No smog/fog machines are allowed. All renters and their guests are required to follow safety rules for public buildings. Occupants will be evacuated during a fire alarm. Renter will forfeit entire deposit if alarm was result of rental event or any group hired by the renter.
- 11.) Renter is responsible for all rental guests' behavior. Violence, excessive drinking, loud behaviors, and unsupervised children are not permitted. Guests are to abide by all facility policies, procedures, and

verbal instructions by the Library staff. The Friends of the Library, Loomis may cancel any event for violations of disturbing the peace laws.

- 12.) Decorations must be UL approved (flame retardant). The use of nails, tacks, scotch/duct tape, or staples are not permitted. Only masking tape, packing tape, or painters blue tape can be used and must be removed immediately after use.
- 13.) Rice, birdseed, confetti, sand, glitter, etc. are not permitted.
- 14.) Parking availability is not guaranteed and may be limited.
- 15.) Storage is not available.
- 16.) The Friends of the Library, Loomis is not responsible for lost or stolen items and will not be responsible for any items delivered before or after an event.
- 17.) Standing on tables or chairs, provided by the Friends of the Library, Loomis, is not permitted. Renter will be fully responsible for any damaged tables/chairs.
- 18.) Renter assumes full responsibility for the communication to its attendees for event held. The Friends of the Library, Loomis cannot be listed as a contact for your event. Events and groups using the Jessie Helms Community Room do not have the endorsement of the Friends of the Library, Loomis, its board, staff, or volunteers. The Friends of the Library, Loomis reserves the right to request that groups not associated with the Library state clearly in press releases and other publicity that the meeting is not Library sponsored and the presence of the group in the Jessie Helms Community Room does not constitute an endorsement by the Loomis Library and Community Learning Center.

VI. Renter's Cleaning Responsibilities

The renter is responsible for the following cleaning duties:

1. Any tables and chairs provided by the Friends of the Library, Loomis must be cleared and cleaned.
2. The Jessie Helms Community Room should be free of debris/spills and trash should be placed in the proper trash cans.
3. All trash must be bagged or sealed and placed in cans provided. At the end of the event all bagged or sealed trash must be placed in the exterior trash can. If any trash will not fit in the can it must be taken with the renter.
4. The Jessie Helms Community Room must be put back the way your found it before your event.

Signature of Renter(s) Required Below:

The consequences of not following the Friends of the Library, Loomis' rental policies may result in loss of your deposit and/or your event being cancelled completely or early.

- My signature below signifies that I have read and understand the rental policies/rules outlined on pages 3 through 6.
- I agree to abide by all the conditions of this application and any permit(s) issued based upon this application.
- I also agree to pay the Friends of the Library, Loomis all costs the Library may incur as a result of any failure to fully comply with all these conditions.
- I agree to defend, indemnify, and hold harmless the Friends of the Library, Loomis, its officers, agents, volunteers, and employees from any claims or liability resulting from my intentional or negligent acts from the use of the Jessie Helms Community Room.
- I declare that the information contained in this rental application is true and correct to the best of my knowledge. I further acknowledge that the security deposit may be forfeited and/or my event may be cancelled if this application contains any intentional misrepresentations.
- Chairs, tables, etc. must be put back the way they were before the event.

Print Name _____

Signature _____ Date _____

Note: If using the Jessie Helms Community Room for an event after Library hours, the key must be picked up at the Library by the applicant before the event during Library hours. The key will then be returned immediately after the event via the book drop. Failure to return the key will result in withholding of the security deposit to replace locks. Initial Here _____

Three ways to submit your application;

- Hand to a library staff member during normal library hours. [Please do not drop in after hours book deposit]
- Mail to Friends of Library Loomis, P.O. Box 610, Loomis, CA 95650
- Scan to Program Director at loomislibraryprograms@gmail.com