

## OXNARD PUBLIC LIBRARY MEETING ROOM POLICY

**Meeting Room A:** Up to 12 persons can sit around the large, fixed conference table, and an additional 16 chairs are available to use within the room. Room size is 18.5' x 23.5'. Capacity is 28 persons. A pull-down screen and dry-erase board are built into the wall panels. **Meeting room users are responsible for providing their own supplies.** Employees are unable to accommodate.

**Meeting Room B:** Regular room configuration is 16 tables with 32 chairs arranged in an open square. Room size is 32.5' x 41.5'. Capacity is 93 persons. Two pull-down screens and dry-erase boards are built into the wall panels. **Meeting room users are responsible for providing their own supplies.** Employees are unable to accommodate.

**Santa Rosa Meeting Room:** Meeting Room capacity 12 persons, auditorium style 20 persons. **Meeting room users are responsible for providing their own supplies.** Employees are unable to accommodate.

Room capacity is set by the Fire Marshal.

### GENERAL RULES FOR USE OF MEETING ROOMS

Library Meeting Rooms are available Monday – Thursday from 9am – 8pm and Saturday from 9am – 5:30pm.

Meeting Rooms are not available for purposes prohibited by or in violation of City ordinance, state or federal law.

All City of Oxnard buildings are smoke-free and vapor free.

**RESERVATIONS:** Meeting room reservations are only confirmed after a Meeting Room Reservation Request Form has been submitted, reviewed and approved by the City Librarian. All insurance requirements must be satisfied and paid in full **two weeks** prior to meeting date. All fees are charged in full hour increments. Call (805) 385-7528 to make a reservation. A signed reservation form is required to secure reservation.

**CANCELLATIONS:** A 48-hour written cancellation notice is required in order to receive a refund or credit. Notices must be e-mailed to [leah.corella@oxnard.org](mailto:leah.corella@oxnard.org).

**SCHEDULING:** The Library reserves the right to reschedule or cancel room reservations at any time. Library will work with applicant to reschedule the date or if not possible, refund costs. As much notice as possible will be provided to the group(s) affected.

**PROOF OF NON-PROFIT STATUS:** Submit IRS determination letter with application. IRS letter must include organization name that corresponds to the name on the registration form. If IRS determine letter does not have Oxnard address, a copy of Oxnard Business License with Oxnard address may be submitted.

**INSURANCE:** The City of Oxnard requires liability insurance holding the City of Oxnard harmless. The City of Oxnard shall be included on the certificate of insurance as certificate holder and provide a separate additionally insured certificate. If unable to obtain insurance from your insurance carrier, users may purchase insurance from the City's Risk Management office at (805) 385-7470.

**PAYMENT:** Please pay in full by cash, check or money order upon invoice. Please make check or money order out to: City of Oxnard. Please send to 251 South A Street Oxnard, CA 93030.

**ROOM SET-UP:** The sponsoring organization will be responsible for leaving the room in the condition it was found. The set-up and break-down of your event is considered **part of your rental time**. The room must be vacated by the end of your rental period. Room rental does not cover use of foyer or the movement of furniture into the foyer. Library furniture not in the meeting rooms may not be moved and used without prior written consent.

Meeting room users are welcome to re-arrange the furniture in the meeting room reserved and are responsible for returning the furniture to its original placement. A minimum charge of \$25 will be assessed if staff have to move furniture. Furniture damage charge will be repair or replacement cost.

Wi-Fi access is available with the use of your free library card number and pin. If the meeting presenter and/or meeting attendees do not have a library card, please see the Circulation Desk.

**SUPERVISION:** An authorized officer of the organization must assume responsibility for the conduct of those attending and for any misuse, damage, or theft of Library property. Reservations for groups of minors must be completed by an adult chaperone who will be in attendance and in charge during the meeting. One chaperone in attendance per 20 youths is required.

**FOOD & BEVERAGE:** Food and beverages are allowed. Indicate on the Meeting Room Reservation Form if food/beverage will be served. See the Fee Schedule under cleaning deposit for more information.

**PUBLIC RELATIONS:** Use of the Library's meeting rooms does not constitute an endorsement of the program content by the Library or City of Oxnard. All public relations efforts (e.g., flyers, advertisements, posters, etc.) must include the phrase "**Not sponsored by the Oxnard Public Library.**" Flyers or notices related to the meeting may be submitted to Library Administration for possible posting on the Library's bulletin board with the City Librarian's approval.

**EQUIPMENT:** Equipment requests may only be made on the Meeting Room Reservation Form at the time of submittal. There are white board cabinets behind the projection screens. The cabinets must be in the closed position before pulling on the projection screen cord. Close the projection screen before opening the white board cabinets.

## Fee Schedule

<b>THE CITY HAS THE RIGHT TO CHANGE FEES AT ANY TIME.</b>	<b>Oxnard Resident/ Business/ Commercial rate</b>	<b>Non Oxnard Resident/Business/ Commercial rate</b>
<b>MEETING ROOM A</b> (Conference table capacity 12) (maximum capacity 28) (room size 18.5' x 23.5')	*\$30.00 per hour	\$45.00 per hour
<b>MEETING ROOM B</b>  (Conference table capacity 32) (maximum capacity 93, auditorium style) (room size 32.5' x 41.5')	*\$45.00 per hour	\$60.00 per hour
<b>SANTA ROSA ROOM</b> (Conference table Capacity) (maximum capacity 20) (room size 14ft x 9 inches)	*\$45.00 Per hour	\$60.00 per hour
<b>LIABILITY INSURANCE</b> Groups shall provide proof of liability insurance with acceptable limits, naming the City of Oxnard as additional insured and certificate holder. Insurance must be approved by City Risk Management prior to confirming reservation.	Please call (805) 385-7470 for insurance questions	
<b>CLEANING DEPOSIT (FOOD &amp; BEVERAGES)</b> Food and Beverages are permissible in both meeting rooms.	\$50 Refundable cleaning deposit	\$50 Refundable cleaning deposit
<b>KITCHEN</b> Sink Oven Stove Mini-fridge Coffee maker (users to provide own supplies)	\$50.00	\$50.00
55-cup coffee maker	\$20	\$20
<b>PC PROJECTOR</b>	\$25	\$25
<b>PODIUM (MAIN LIBRARY ONLY)</b>	No Charge	No Charge
<b>PA SYSTEM (MICROPHONE)</b>	\$25	\$25
<b>FACILITY ATTENDANT</b>	Assessed at actual cost	Assessed at actual cost
<b>JANITORIAL STAFF</b>	Assessed at actual cost	Assessed at actual cost
<b>PC SUPPORT</b>	Assessed at actual cost	Assessed at actual cost
<b>PROPERTY DAMAGE WILL BE ASSESSED AND FINED ACCORDINGLY.</b>		

\* 25% DISCOUNT FOR NON-PROFITS WITH AN OXNARD ADDRESS ON IRS DETERMINATION LETTER

**MEETING ROOM RESERVATION REQUEST**

OXNARD PUBLIC LIBRARY

251 South A Street Oxnard, CA 93030

(805) 385-7528

[Leah.corella@oxnard.org](mailto:Leah.corella@oxnard.org)

8:00 a.m. to 6:00 p.m.

Monday-Thursday

Please complete and return to Library Administration a **minimum of two weeks prior to reservation date. Approval of this request is contingent upon room availability, completed application, payment of fees/deposits, if necessary, insurance approval and Library Management approval.**

Organization/applicant name: \_\_\_\_\_

Address of organization or responsible party: \_\_\_\_\_

Contact person of organization if different from above: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Estimated attendance: \_\_\_\_\_

- Room to be reserved:  Meeting Room A (capacity 28)
- Meeting Room B (capacity 93 auditorium style)
- Santa Rosa Room (capacity 12)

Reservation date(s): \_\_\_\_\_

Reservation Start Time: \_\_\_\_\_ Vacate Time: \_\_\_\_\_

**PLEASE INDICATE YOUR EQUIPMENT/FACILITY NEEDS WHEN SUBMITTING YOUR RESERVATION REQUEST.**

- Podium
- PC projector
- Cleaning Deposit
- Microphone
- Kitchen
- 55-cup coffee maker
- PA System

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**FOR LIBRARY ADMINISTRATION USE ONLY**

**Please do not write below this line**

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Applicant/organization is:

- City of Oxnard
- Library support group
- 501(c) IRS Determination letter

\$ \_\_\_\_\_ MEETING ROOM RENTAL FEE  
\$ \_\_\_\_\_ NON-PROFIT DISCOUNT  
\$ \_\_\_\_\_ EQUIPMENT FEES  
\$ \_\_\_\_\_ EQUIPMENT FEES  
\$ \_\_\_\_\_ EQUIPMENT FEES  
\$ \_\_\_\_\_ ADDITIONAL COSTS  
\$ \_\_\_\_\_ FOOD/BEVERAGE/CLEANING REFUNDABLE \$50 DEPOSIT (CHECK PAYABLE TO CITY OF OXNARD)  
\$ \_\_\_\_\_ **TOTAL DUE**

Approved by: \_\_\_\_\_  
City Librarian

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

**MEETING ROOM RESERVATION REQUEST**

Applicant/organization is:

\_\_\_\_\_

- I attest that I am legally authorized to file this application on behalf of the stated organization. Additionally, this authorization will bind the organization to the conditions required by this agreement.
- I have read the Oxnard Public Library MEETING ROOM POLICY and the FEE SCHEDULE and agree to adhere fully to their conditions and intents.
- I will assume full responsibility for informing the organization I represent of the General Roles for use of MEETING ROOM and FEE SCHEDULE and their conditions, and I will ensure that they are followed by members and those in attendance at this event.
- Our organization will hold the City of Oxnard and the Oxnard Public Library harmless from any liability caused by the conduct of the attendees or event(s). All responsibility for actions at the event(s) will be assumed by the signature's organization.
- It is my understanding that the City of Oxnard will require evidence of insurance.
- Our organization will be responsible for any costs incurred for use of City personnel, equipment, and facility. The costs will be paid directly to the Library.
- I have read and understood conditions concerning cancellation.
- I will ensure that the Library premises will not be used in an illegal manner.
- I understand fully that Library management may reject this application. The filing of this application does not grant permission to use the facilities until such permission is granted by the signature of Library management to this application.
- I understand fully that the City of Oxnard has the right to change fees at any time.

***I certify that I have read and will abide by the Oxnard Public Library's MEETING ROOM GUIDELINES.***

Signed: \_\_\_\_\_  
Applicant/Authorized officer

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

\_\_\_\_\_  
Applicant's name (please print)

\_\_\_\_\_  
Name of group (please print)

**Patron's Meeting Room Reservation Checklist**

- Requestor complete Meeting Room Reservation Request form
- Requestor submit reservation form to Oxnard Public Library Administration
- Requestor submits or emails IRS Determination letter with Oxnard address for Oxnard Non-profit discount, if applicable
- Requestor emails insurance certificate and endorsements to the Oxnard Public Library Administration
  - Certificate of General Liability
  - Additionally Insured Endorsement
  - Primary Non-Contributory Endorsement

OR

- Purchases insurance through the City of Oxnard Risk Management office
- Requestor receives signed Reservation form via email from Library Administration
- Requestor receives invoice for reservation via email from Library Administration
- Requestor sends in payment to Oxnard Public Library
- Requestor receives email stating reservation has been confirmed