

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

Please submit application to LMT@sbpl.org

Name of organization: _____ Today's date: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____ Estimated Attendance: _____

Purpose of Meeting: _____

Date of meeting: _____ Time of meeting: _____ to _____

Meeting Room Hours: Monday - Tuesday 12 p.m. - 8 p.m. | Wednesday - Thursday 10 a.m. - 6 p.m. | Saturday 10 a.m. - 6 p.m.
Early Access Hours: Monday - Tuesday 9:30 a.m. - 12 p.m. | Wednesday - Thursday 7:30 a.m. - 10 a.m. | Saturday 9 a.m. - 10 a.m.

* Early access hours Monday and Tuesday after 9:30 a.m., Wednesday and Thursday after 7:30 a.m. and Saturday after 9 a.m. at an additional fee of \$20 per hour.

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

* Free Wi-Fi available for early access applicants. If requesting early access and Wi-Fi please include the time needed: _____

Meeting Room 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

_____ Portable PA system - \$5 per 1 (one) day with refundable \$50 deposit.

_____ Bing Wong Auditorium Digital overhead projector / VGA Connection (West wall screen only). - \$30 per 1 (one) day.

_____ Technical support - \$30 per 1 (one) hour. Groups are responsible for ensuring personal laptop is configured for Presentation / Wi-Fi access prior to the meeting date. Technical support can be requested Monday - Thursday from 10am-5pm.

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

* Patron are responsible for providing and ensuring their own laptop and its configurations.

* 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 meeting room policy and agree to see that my group observes the regulations / room policy 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.