



# MEETING SPACE USE REQUEST FORM

## LIBRARY ROOMS:

- Coast Community Branch (45 person capacity)
- Round Valley Branch (6 person capacity)
- Ukiah Branch (39 person capacity)
- Fort Bragg Branch (40 person capacity)
- Willits Branch (40 person capacity)

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*  
\_\_\_\_\_  
*City State Zip Code*

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Are you 18 years or older?: YES  NO

### Meeting Information

Date of Event: \_\_\_\_\_ Time Required: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Approximate Number of People: \_\_\_\_\_

Organization Sponsor: \_\_\_\_\_

1. Event open to public? YES  NO     2. Is attendance free? YES  NO     3. Is event run by a for-profit individual or group? YES  NO

**If Applicable:**

Date to Pick up Key: \_\_\_\_\_ Date to Return Key: \_\_\_\_\_

Person Picking up Key: \_\_\_\_\_

Alcohol to be served at Event: YES  NO

If yes, must show proof of Alcoholic Beverage Control (ABC) License before event.

**For no charge for a non-Library sponsored event, boxes 1 & 2 must be YES, and 3 must be NO.**

Rental Fee: \$\_\_\_\_\_ (\$30/hour for private, commercial, or fundraising.)

I understand that publicity notices for non-library events must include the following disclaimer: "This program is neither sponsored by nor affiliated with the Mendocino County Library."

### Disclaimer and Signature

I have read the terms of this agreement and agree to comply with the provisions and regulations pertaining to the Library buildings' use. It is understood that (1) the undersigned will see to it that the area is returned to the condition in which it was found and will be in accordance with the post event cleaning checklist provided with this application; (2) If this box is checked:  the undersigned is required to provide a certificate of insurance that shows a minimum coverage of \$1,000,000.00 liability (and liquor liability if dispensing liquor on premises) combined single limit for the time period above with such certificates naming the County as additionally insured; and (3) those using the building will obey all existing County codes and ordinances, and State and Federal Statutes.

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

**FOR COUNTY USE ONLY**

APPROVED:  YES  NO

COUNTY SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Date Rental Fee Received:		Check No:		County Receipt No:	
Date Key Checked out if Applicable:					
Date Key Returned if Applicable:					

### CLEANING CHECKLIST

- Leave floors as clean as possible.
- Wipe down chairs, tables, and counters.
- If used, clean or wipe down appliances wiped down..
- Leave bathrooms as clean as possible including picking up trash from the floor.
- Remove excess trash from building.
- Erase whiteboards and/or chalkboards.
- Take down any items placed on walls.
- Turn off lights.
- Close doors tightly and lock (please test door before leaving).
- Notify Library staff of departure (or return key in book drop).

*Thank you!*