

Livermore Public Library  
1188 So. Livermore Avenue  
Livermore, CA 94550  
925-373-5500 ext 5599



**LIBRARY PREMISES USE PERMIT**

**FOR CIVIC CENTER LIBRARY**

Rooms:

Community Room A (40-50 People)

Community Room B (40-50 People)

Board Room (16+ People)

Public Space \_\_\_\_\_

Other \_\_\_\_\_

1. For a charge and under such conditions and restrictions as may be prescribed by the Livermore Public Library Board of Trustees, the Library Meeting Rooms/Building/Grounds are available for activities of any non-commercial organization.
2. Activities shall be non-commercial and open to the public. No individual's access to any meeting shall be limited by an inability to pay an entry charge.
3. Use of the premises is limited to the regular hours the library is open unless special arrangements are specifically approved
4. Alcoholic beverages are prohibited on the premises unless approved in advance by the Library Director or designee.
5. An adult sponsor must be present if any members of a group are under 18 years of age.
6. Only one activity per month per non-library related group will normally be scheduled.
7. Reservations will be made only by officially delegated members of a group.
8. Applications for use must be made in duplicate on this form at least two weeks before the date of an activity.
9. Use will be granted in order of receipt of the application. The library must be notified of any cancellation of a scheduled activity as soon as possible. Refunds will be given only for reservations cancelled three or more days in advance. A permit for use is not transferable.
10. Organizations holding regular activities may have no more than six dates reserved at a time, none of which, can be more than six months in advance for the current month..
11. It is expected that the premises will be left in a clean and orderly condition and that users will behave in a reasonably quiet and orderly manner. Permission for use may be canceled if rules are not observed. Damage to the facility or equipment is the responsibility of the user.
12. User hereby agrees to, and shall hold the City of Livermore, its elective and appointive boards, officers, agents, and employees, harmless from any liability for damage or claims for damages for personal injury, including death, as well as from claims for property damage which may arise from the user's occupancy of the premises.
13. A check should be included with this application, made payable to "Livermore Public Library" for the appropriate amount listed in the fee structure schedule.

Group	Hourly	Daily less than 100	Daily more than 100
Livermore non-profit organizations under IRS code 501(c)(3) with at least 50% Livermore residents.	\$10/hour	\$50	\$100
Non-resident non-profit groups serving Livermore residents.	\$10/hour	\$75	\$150
Library Attendant on duty	\$25		
Damage Deposit for groups over 100			\$250

14. Applicant must define which facility or part thereof and which equipment is required at the time of the application. If necessary, a representative must be trained and authorized in equipment use by the Library's designated representative.

15. Applicants agree to have their meeting publicized in the Library's monthly calendar and in other forms the Library may choose.

Name of Organization \_\_\_\_\_

Name of Applicant \_\_\_\_\_

Applicant's Street Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Applicant's Phone Number \_\_\_\_\_

Estimated Attendance \_\_\_\_\_ Nature of Program \_\_\_\_\_

Date(s) of Activity \_\_\_\_\_

Time of Reservation- \_\_\_\_\_ Time of Activity \_\_\_\_\_  
(Including Set-Up Time)

I, an officially delegated representative of the above-mentioned organization or individual, do hereby agree to the conditions above concerning the use of the building/grounds for which this permit is to be granted.

\_\_\_\_\_  
(Signature of Applicant) Date \_\_\_\_\_

\_\_\_\_\_  
(Signature of Granting Authority) Date \_\_\_\_\_

Revised: May 23, 1996  
August 13, 2002  
February 27, 2003  
Effective January 2004