



Application for Meeting Room Usage

Date of event: _____

Today's date: _____

Completed application, proof of insurance, IRS determination letter (if applicable) and payment due by: _____

Contact person:	ID#	Phone (day):
Address:	City State Zip	Phone (evening): Cell phone:
E-mail address:	Fax:	
Exact title of organization:		
Title of event:	Purpose <input type="checkbox"/> Meeting <input type="checkbox"/> Social <input type="checkbox"/> Other (describe) _____ of event: <input type="checkbox"/> Commerical <input type="checkbox"/> Fundraising	
Projected attendance:	Date of event:	Time in: Time out:

Reservation for: **Beale:** Auditorium Kitchen Tejon Room Lake Room Atrium Study Room
Branches (availability varies by branch): Large Meeting Room Small Meeting Room Study Room
 Meeting room and equipment description attached and also available online at www.kerncountylibrary.org.

Refreshments: Refreshments will be served Alcohol will be served — (ABC) license and additional insurance required
 Refreshments will not be served

Room setup: Shall be arranged at the time of the reservation. Only those arrangements for staff assistance approved and paid for in advance will be available for the event.

User obligations: User is responsible for cleanup and for observing the Library Code of Conduct.

Nonprofit designation: All nonprofit organizations must submit a copy of their IRS determination letter showing nonprofit status prior to confirmation of reservation.

Insurance: Each applicant or user proposing to use a library building subject to these rules for an event shall provide a policy of broad form comprehensive liability insurance of no less than five hundred thousand dollars (\$500,000) for the use of the Beale Memorial Library Auditorium and one hundred thousand dollars (\$100,000) for the use of all other building meeting rooms with endorsements as specified below. (Should alcohol be served an additional \$1,000,000 coverage is required.) The Director of Libraries or designee may amend any or all of the above requirements.

Indemnification/hold harmless agreement by applicant: Each Applicant shall agree:

- A. To hold harmless, indemnify and defend the County, its governing board, officers, employees and agents and each of them from demands, suits, loss, injury, liability, judgments, payment, expense or cost which may occur during or arise in connection with Applicant's, it's officers, employees, agents, invitees, guests, use of occupancy of the Library Building, or use of Equipment therein.
- B. To hold harmless, indemnify, and defend the County against any loss of or damage to the Library Building or Equipment therein from fire occurring during, in connection with, or as a result of Applicant's, it's officers, employees, agents, invitees, guests, use or occupancy of the Library Building, or use of Equipment therein.
- C. Nothing in this Rule shall be constructed to make the User responsible for damage or loss which is the result of the sole negligence of the County, or any of its officers or employees, or which results solely from the willful act of any officer or employee of the County.

Fees, proof of insurance, and this completed application are due two weeks (2) prior to the event or at the time of booking to secure reservation.

Failure to submit these requirements before the due date will result in cancellation of all your tentative reserved dates.

Cancellation: The library must be notified of any cancellations. Reservations canceled between two weeks (14 calendar days) and 72 hours (three calendar days) prior to the event date will be subject to a cancellation fee equal to 50% of the meeting room fee, or will have the option to reschedule the event to another date within 90 days of the original reservation, depending on room availability. No refund or rescheduling option will be given for cancellations received less than 72 hours (three calendar days) prior to the event.

I certify that I have read the guidelines for use of meeting rooms, received the meeting room information packet and agree to all provisions stated above:

(Signature) _____ (Date) _____

To be completed by Library Staff: User category (A, B, or C — see Ordinance No. G-7476) _____

Copy of IRS Letter of Determination (on file): _____ Copy of proof of insurance received: _____ Copy of ABC license: _____

Room rental fee(s): _____ Additional charge: _____ For: _____ Total: _____

Payment received: _____ Date: _____

Cash Check Credit card Money order JV Make check or money order payable to **Kern County Library**

Meeting room information packet received: _____ Meeting room and equipment selection received: _____

Initials of staff member taking booking: _____

Audio-Visual Equipment Available for Meeting Room Use

Only library provided materials and/or equipment may be used in the meeting rooms

**The request for equipment must be made at the time the signed contract is submitted.
There can be no equipment added or changed on the day of the event.**

Auditorium

Occupancy: 350 Stadium seating: 305

For auditorium use, please specify seating:

- Stadium seating: extended**
- Stadium seating: retracted**
Tables (quantity): _____ Chairs (quantity): _____
- Sign-in and information table**
Quantity: _____

Please indicate what equipment will be needed for the event:

- | | |
|---|--|
| <input type="checkbox"/> Audio cassette | <input type="checkbox"/> Podium: floor |
| <input type="checkbox"/> CD/DVD | <input type="checkbox"/> Podium: on-stage |
| <input type="checkbox"/> Kitchen / cart | <input type="checkbox"/> PowerPoint laptop set-up* |
| <input type="checkbox"/> Microphone: wireless clip-on | <input type="checkbox"/> Screen |
| <input type="checkbox"/> Microphone: wireless hand-held | <input type="checkbox"/> TV |
| <input type="checkbox"/> Overhead projector | <input type="checkbox"/> VCR |
| <input type="checkbox"/> Piano | |

Tejon Room

Occupancy: 44

Please indicate what equipment will be needed for the event:

- Easels (quantity): _____
- Lectern
- Overhead projector
- Portable screen
- PowerPoint set-up*
- TV / VCR
- TV / DVD
- Kitchen / cart

Lake Room

Occupancy: 22

Please indicate what equipment will be needed for the event:

- Easels (quantity): _____
- Lectern
- Overhead projector
- Portable screen
- PowerPoint set-up*
- TV / VCR
- TV / DVD
- Kitchen / cart

*Monitors are not DVD-compatible.

The Library provides materials and/or equipment only as listed above.



Meeting Rooms Available at Kern County Library

ARVIN BRANCH – 201 Campus Drive (661-854-5934)

Meeting room seats 37

BEALE MEMORIAL LIBRARY – 701 Truxtun Ave., (661-868-0740)

Lake Room seats 22; Tejon Room, 44; Auditorium, 350 or 160 at tables; study rooms, 2-4

CALIFORNIA CITY BRANCH – 9507 California City Blvd., (760-373-4757)

Meeting room seats 49

DELANO BRANCH – 925 10th Ave., (661-725-1078)

Meeting room seats 30 or 20 at tables

FRAZIER PARK BRANCH – 3732 Park Drive, (661-245-1267)

Meeting room seats 103 or 60 at tables; small conference room, 8; study rooms, 2

HOLLOWAY-GONZALES – 506 E. Brundage Lane, (661-861-2083)

Meeting room seats 42

KERN RIVER VALLEY BRANCH – 7054 Lake Isabella Blvd., (760-549-2083)

Meeting room seats 78 or 37 at tables

LAMONT BRANCH – 8304 Segrue Road, (661-845-3471)

Meeting room seats 112 or 50 at tables; study room, 8

McFARLAND BRANCH – 500 W. Kern Ave., (661-792-2318)

Meeting room seats 53

RATHBUN BRANCH – 200 W. China Grade Loop, (661-393-6431)

Meeting room seats 40

RIDGECREST BRANCH – 131 E. Las Flores Ave., (760-384-5870)

Meeting room seats 49 or 25 at tables

ROSAMOND (Wanda Kirk) BRANCH – 3611 Rosamond Blvd., (661-256-3236)

Conference room seats 14; large meeting room 150 or 60 at tables; study room 6

SHAFTER BRANCH – 236 James St., (661-746-2156)

Meeting room seats 20

SOUTHWEST BRANCH – 8301 Ming Ave., (661-664-7716)

Small meeting room seats 35; large meeting room (auditorium), 125 or 90 at tables; study room, 8

TAFT BRANCH – 27 Emmons Park Drive, (661-763-3294)

Meeting room seats 25

WASCO BRANCH – 1102 Seventh St., (661-758-2114)

Meeting room seats 20

WILSON BRANCH – 1901 Wilson Road, (661-834-4044)

Meeting room seats 25