

# Multipurpose Room Reservation Request Form

Please read the multipurpose room policy. Submit completed form to Sarah Abdali.

[sabdali@calabasaslibrary.org](mailto:sabdali@calabasaslibrary.org)

**If you would like to see the room please e-mail to make an appointment.**

**We will contact you regarding availability.**

## Applicant Information

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

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

501 (c) # \_\_\_\_\_

Contact Person: \_\_\_\_\_

Library Card #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

## Event Information

Day & Date of Event: \_\_\_\_\_ # Attending: \_\_\_\_\_

Start Time \_\_\_:\_\_\_ am or pm (Including set-up)

End Time \_\_\_:\_\_\_ am or pm (Including cleanup)

How many tables and chairs are needed?

\_\_\_\_\_ tables

\_\_\_\_\_ chairs

I agree to abide by the rules of the multipurpose room policy.

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

Approved \_\_\_\_\_ Not approved \_\_\_\_\_

City Librarian Signature \_\_\_\_\_

\$150 fee (if applicable) paid \_\_\_\_\_

If your group does not fit the criteria, you may contact Kathy Milbrand at DeAnza Park for rental assistance. Phone: (818) 880-6461 – Email: [kmilbrand@cityofcalabasas.com](mailto:kmilbrand@cityofcalabasas.com)

## **Library Multipurpose Room Policy**

The City of Calabasas Library has a meeting room that is available for community use.

The following regulations shall apply:

1. The room is available for use by local community and non-profit groups. The room is free to Calabasas residents. There is a \$150 booking fee for non-residents. The fee is payable by cash or check only at the time of the booking. It is refundable for cancellations.
2. Use must be booked with Library staff at least a week in advance but no more than sixty days prior to the scheduled event.
3. Groups are limited to no more than two meetings per month.
4. Attendance may be limited if capacity of the room is exceeded. The room accommodates 50 people.
5. Commercial use, the charging of fees for admission to meetings, sales presentations and promotions are prohibited with the exception of fundraising events sponsored by the City of Calabasas or a City recognized Friends of the Library organization.
6. The Library reserves the right to preempt any use of the room if necessary for Library programs, services, or operations.
7. Use of the room does not imply sponsorship or endorsement by the Library or the City of Calabasas. Publicity for events held in this room should not state or imply that these events are being presented by the City or the Library unless such sponsorship or endorsement is confirmed in writing in advance by authorized City officials or library staff.
8. Meetings should be scheduled during weekday Library hours and should end 20 minutes before the Library closes. Time booked should include set up & break down time.
9. Light refreshments are permitted but should be limited to the meeting room space and not carried into the rest of the Library. The group is responsible for cleaning up afterwards to the satisfaction of Library staff. Kitchen facilities are not available. Catered events must be booked through community services.
10. Use of Library supplies is prohibited and Library staff services are not provided.
11. There is no audiovisual setup provided for this room. If you must have AV, such as PowerPoint, you need to contact Community Services to book the Founders Hall.
12. Groups are responsible for set up and break down of tables and chairs.
13. You may display signs on your own easel. No posting of signs on doors or walls.