



Glendora Public Library Facilities Application

Please read Library Meeting/Event Rental Facilities Policy before completing application

Applicant's Name (Group or Individual): _____

Applicant's Address: _____

Non-Profit IRS Tax I.D. # (if applicable): _____

Contact Person/Title: _____

Email: _____ Phone: _____

Event: _____

Event Date: _____ Event Type: _____

Facility Requested: _____ Bidwell Forum (389 max capacity, 200 seated) _____ Plaza
_____ Friends Room (133 max capacity, 50 seated)
_____ Other: _____

Anticipated Attendance: Adults _____ Children _____

Arrival Time (includes set-up): _____ Event Start Time: _____ Departure Time (includes clean-up): _____

Is event open to the general public? YES NO Notes: _____

Will alcohol be served? YES NO Notes: _____

Bidwell Forum AV Equipment

AV EQUIPMENT – No charge

Podium Screen Down

AV EQUIPMENT – See fee schedule

Wireless Mic Lapel Mic Laptop
 Projector

Friends Room AV Equipment

AV EQUIPMENT – See fee schedule

Laptop
 TV/DVD

STAFF USE ONLY

PERMITS REQUIRED

PA/Dance YES NO Rec'd _____
Outdoor YES NO Rec'd _____
Other YES NO Rec'd _____
Notes: _____

INSURANCE REQUIRED

Insurance (min. \$1,000,000 "Additional Insured")
YES NO Rec'd _____
Notes: _____

Group Fees

Equipment

Cleaning

TOTAL

Notes

The undersigned applicant hereby acknowledges having read and understood the Library's Facilities Policy and this application form. The applicant warrants that the proposed meeting is in compliance with the Policy and accepts full responsibility for compliance with all applicable health, safety, sanitary and fire regulations, including maximum occupancies set by the Fire Marshall.

Applicant's Signature _____ Date _____

Reservation Confirmed Denied

Approval for the use of Library facilities does not imply Library or City endorsement of event content or points of view. Reservation is confirmed once this application is signed below.

Library Director or Designee _____ Date _____

Library Meeting/Event Facilities Fees
 (Recommended by action of the Library Board of Trustees | Adopted in the City of Glendora Master Schedule of Fees for Service)
 Charges and Fees - All fees are non-refundable and non-transferable

The below listed fees are for Glendora resident non-profit groups; Qualifying factors may include: status of sponsor as a government-registered charity or other confirmable not-for-profit/noncommercial venture; at least 51% Glendora residents/business owners among either sponsoring agency members or public event participants.

Item No.	Service	Current Fee	Last Adjustment
LB-1.1	Facility Deposit	No Charge	8/23/2016
LB-1.2	Bidwell Forum Maximum Capacity = 389 Recommend Capacity = 200 with Auditorium seating	No Charge. Two (2) hour minimum	8/23/2016
LB-1.3	Bidwell Forum with Plaza	No Charge. Two (2) hour minimum	8/23/2016
LB-1.4	Friends Room Maximum Capacity = 133 Recommended Capacity = 50 with Auditorium seating	No Charge. Two (2) hour minimum	8/23/2016
LB-1.5	Cleaning Deposit	Per City Administrative Policy 4.01, Uses and Regulations of Building, Miscellaneous Regulations, section D, applicant may incur charges for damages.	8/23/2016
LB-1.6	Person-on-duty	\$25/hr. Assessed for meetings beginning/ending after regular open hours or on days library is closed	1/28/2019
LB-1.7	Alarm Response	\$100/response. Assessed in the event of any alarm response (e.g. fire, police, etc.)	8/23/2016
LB-1.8	Microphone Fee	No charge. Must be requested in advance on application form.	8/23/2016
LB-1.9	Video Equipment (VHS/DVD Players, TV Monitors, Screens, Laptops, Projectors)	No charge. Must be requested in advance on application form.	7/10/2018

Fees listed below are for all other groups (private parties):

Item No.	Service	Current Fee	Last Adjustment
LB-2.1	Facility Deposit	\$250/event. Refund subject to cancellation policy.	8/23/2016
LB-2.2	Bidwell Forum Maximum Capacity = 389 Recommend Capacity = 200 with Auditorium seating	\$100/hr. Two (2) hour minimum	7/10/2018
LB-2.3	Bidwell Forum with Plaza	\$150/hr. Two (2) hour minimum	7/10/2018
LB-2.4	Friends Room Maximum Capacity = 133 Recommended Capacity = 50 with Auditorium seating	\$75/hr. Two (2) hour minimum	7/10/2018
LB-2.5	Cleaning Deposit (if food or drink are brought in for event)	\$250/event. Refund subject to condition of room after event (including kitchen). Per City Administrative Policy 4.01, Uses and Regulations of Building, Miscellaneous Regulations, section D, applicant may incur charges for damages.	8/23/2016
LB-2.6	Person-on-duty	\$25/hr. Assessed for meetings beginning/ending after regular open hours or on days library is closed	1/28/2019
LB-2.7	Alarm Response	\$100/response. Assessed in the event of any alarm response (e.g. fire, police, etc.)	8/23/2016
LB-2.8	Microphone Fee	\$10/mic. Must be requested in advance on application form.	8/23/2016
LB-2.9	Video Equipment (VHS/DVD Players, TV Monitors, Screens, Laptops, Projectors)	\$25 flat rate, for any number of units combined. Must be requested in advance on application form.	7/10/2018

- Set-up and tear-down time are included in total reservation time.
- The full hourly fee will be charged for any increment of an hour.
- Double the hourly rate will be charged for any meeting extending beyond their scheduled reservation time.