



# NON-PROFIT ROOM USAGE CRITERIA

## PARKS AND RECREATION SERVICES

### QUALIFYING CRITERIA

- Group must be a non-profit (eligible for or affiliated with a 501(c)(3) or 501(c)(4) organization). Proof of status **MUST** be attached and at least 50% of the group membership must be Orinda residents.
- No admission shall be charged, nor shall a donation be required, for a member of the public to attend the meeting.
- Group must be willing and able to provide for all set-up and clean-up relating to use of a meeting room, or to reimburse the City for the cost of providing such set-up and clean-up. Group will be responsible for all damages or excessive cleaning costs that may occur during their use.
- Groups must maintain an application and meeting room use agreement for free use on file with the City.

### MEETING ROOM SCHEDULING AND USAGE

- All groups scheduling use of a meeting room at the library for no fee must complete a *Preliminary Request Application* and *Non-Profit/Free Meeting Room Use Agreement*
- All library meeting rooms are scheduled (after approval), on a first come, first served basis up to 6 months in advance of the use date as follows:

Submission Dates	Usage Dates
January 2 – January 31	March - August
July 1 – July 31	September – February

- All meeting times will be scheduled to coincide with the availability of library or City staff. We will not be able to guarantee a specific room, but will schedule requests when available. At certain times, we may have to switch rooms and will notify the group ahead, if possible.
- There is a maximum of one free usage each month, 2 hours or less from the time you enter the room until the time you depart, per qualifying group. Repeat over-time may jeopardize room use.
- Supervision-user groups with youth under the age of 18 must be supervised at a ratio of 1 adult (over 21 years of age) for every 10 youths.
- Eligible rooms include the Garden Room, Gallery Room and May Room.

### MEETING ROOM REQUEST CHECKLIST: Please submit the following information:

- ✓ Preliminary Request Application
- ✓ Non-Profit/Free Meeting Room Use Agreement
- ✓ Proof of 501(c)(3) status or comparable documentation
- ✓ Certificate of Liability Insurance from your organization



# NON-PROFIT PRELIMINARY REQUEST

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This is a tentative request and does not confirm/guarantee any reservation. If available, space will be held for ten days from the date of initial contact. Please note that all rooms, dates, and times are subject to change. Group is responsible for set-up, clean-up, and closing of room. Group is financially responsible for all damages to facilities and equipment. Groups are required to give written and verbal notification with their intent to cancel reservations.

**APPLICANT INFORMATION:** Please fill out the information below according to the current group/organization, the main contact for the said group and an alternate contact.

<b>GROUP/ORGANIZATION NAME:</b>			
Group/Organization Address:	City:	State:	Zip:

<b>MAIN CONTACT NAME:</b>			
Main Contact Home Address:	City:	State:	Zip:
Main Contact E-Mail Address:	Main Contact Phone #(s):		

<b>ALTERNATE CONTACT NAME:</b>	
Alternate Contact E-Mail Address:	Alternate Contact Phone #(s):

### ADDITIONAL INFORMATION

Are you a Non-Profit Group?  Do 50% or more of your members live in Orinda?

Type of Event:  Business Meeting,  Other (Please list) \_\_\_\_\_

Room Reservation Requests: For room selection, please indicate order of preference for **each date**.

Date	Day of Week	Time (2 hour block)	# in Attendance	Garden Room	Gallery Room	May Room	Foyer



# NON-PROFIT ROOM USE AGREEMENT

## PARKS AND RECREATION SERVICES

### NON-PROFIT/FREE MEETING ROOM USE AGREEMENT

I have read and agree to abide by and uphold all rules and policies of the Contra Costa County Library and the branch library governing the use of the library premises of equipment, and I understand that failure to do so will result in loss of future privileges in the use of library meeting rooms.

I agree that \_\_\_\_\_ shall defend, indemnify, save and hold harmless Contra Costa County, its officers and employees, the City of Orinda, its officers and employees and the Friends of the Orinda Library, its officers and members, from any and all claims, costs, and liability for any damages sickness, death, or injury to person(s) or property, including without limitation all consequential damages, from any cause whatsoever arising directly or indirectly from or connected with the operations or services of \_\_\_\_\_ or its agents, servants, employees, or Subcontractors hereunder, save and except claims or litigation arising through the sole negligence of sole willful misconduct of Contra Costa County, its officers or employees, the City of Orinda, its officers and employees and the Friends of the Orinda Library, its officers or members. \_\_\_\_\_ will reimburse Contra Costa County, the City of Orinda and the Friends of the Orinda Library, for any expenditures, including reasonable attorneys fees, Contra Costa County, the City of Orinda and the Friends of the Orinda Library may make by reason of the matters that are the subject of this indemnification, and if requests by Contra Costa County, the City of Orinda, and the Friends of the Orinda Library, will defend any claims or litigation to which this indemnification provision applies at the sole cost and expense of \_\_\_\_\_.

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

Position in Organization \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_

Business Address \_\_\_\_\_ City \_\_\_\_\_

Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_

I, \_\_\_\_\_, have read the rules and will be responsible for my group following the meeting room rules. I attest that my group consists of at least 50% Orinda residents.

Signature \_\_\_\_\_