

All groups, organizations, or individuals who are given approval to use any of the Library, Arts & Culture meeting facilities must agree to the following:

1. All instructions of the staff must be followed.
2. The authorized representative signing the contract must remain on the premises throughout the period for which it is reserved to ensure the safety and security of attendees and the facility and that the Library's standards of behavior are observed.
3. The maximum number of attendees will not exceed seating capacity as stated on the Library's Fees and Facilities schedule.
4. During events held while the Library is open to the public, quiet must be observed. Meeting Room doors must be closed. If the Library is closed, there is no access to that portion of the building. Renters causing noise disruption to Library operation may forfeit their right to future rentals or be required to rent during closed hours.
5. Library business telephones may not be used by renters.
6. All damage or theft that occurs while Library facilities and equipment related to the event are being used is the responsibility of the authorized representative signing the contract.
7. No disturbance, change or removal of exhibits is allowed.
8. No pictures, displays, signs, instructions or any other materials may be hung or affixed to the walls, furnishings or equipment.
9. Doors, desks and aisles must be kept free from obstructions.
10. Changes to the arrangement of furniture and equipment specified in the Reservation Request and Agreement must be made prior to 15 days before the event. Any desired changes made to the furniture arrangement within 15 days of the event must physically be made by the renter during the scheduled time of the event, at the renter's own risk and liability, and must be returned to the former setup before leaving the Library.
11. All technical arrangements regarding lighting, use of audio-visual and/or other equipment, seating quantity and arrangements, etc. must be pre-arranged by signed contract using the Facility and Equipment Request form. No changes can be made at time of the event.
12. No electrical, computer, film or audio equipment may be brought into the Library unless pre-approved in writing.
13. Storage of personal property in any library area is not permitted.
14. Library facilities must be left in a good and clean condition after meetings or events.

15. No smoking is allowed at any time in Library buildings or on library property.
 16. No alcohol is allowed at any time in Library meeting spaces or buildings or on Library premises except as permitted in the Alcohol Policy.
 17. No food or beverages may be served on the premises, unless prearranged by contract and upon payment of the reception fee. If renter claims food and/or beverages will not be served, and food is present, renter will be charged the reception fee.
 18. Library staff use of kitchen facilities may not be obstructed.
 19. Pianos at the Central and Brand libraries may not be moved from the stage under any circumstances. No other piano is allowed in the room. The City maintains a regular schedule of tuning for the pianos. Any additional tuning will be at the user's expense and only the City's contract tuner may be used. If tuning or rehearsal time is required, please call (818) 548-2030 (for the Central Library) or (818) 548-2051 (for Brand Library) for more information and to make arrangements.
 20. The Library will only allow the sale of non-food merchandise at events if the Sale of Non-Merchandise fee is paid.
 21. The Library's mailing address, telephone, or email contact may not be used by organizations meeting at the Library.
 22. The Library assumes no responsibility for publicity and promotion of events.
 23. All persons, groups, or organizations using City facilities under this agreement take the premises "as is" and assume all risks of injury, including death, to members of the group, organization, event participants, and event spectators (which might arise out of activities or out of conditions present on the City facilities and grounds).
 - a. Every person, group, or organization shall inspect the City facilities for unsafe or dangerous condition prior to use. Any discovered unsafe condition must be reported to City Staff for repair, in writing. Prior to using under this agreement, it is permitted to reopen the facility to see that the dangerous condition is corrected or barricaded, or an appropriate and effective warning posted by permittee.
 - b. Every person, group, or organization using City facilities under this agreement shall indemnify, hold harmless and defend City, its City Council, officers and employees from any and all liability or financial loss, costs, or expenses (including attorney's fees and costs) resulting from any suits, claims, losses or actions brought against the City, its Council, officers and/or employees which results directly or indirectly from the wrongful or negligent actions of permittee (including its sponsor, spectators, participants, members, officers, directors or agents).
- Wrongful or negligent actions include failure to adequately inspect, discover, and remedy or warn of defects in the premises or grounds.

c. Every person, group, or organization using City facilities under this agreement shall procure and maintain, in full force and effect, during the period of permitted use, a policy of insurance satisfactory to City which shall insure City against any liability of whatsoever nature on account of bodily injury (including death) or property damage arising out of or in connection with the event or activity or the use of said premises by permittee (including sponsor, participants, spectators, officers, directors, partners, or agents), including all costs of defending any claim arising as a result thereof. The insurance policies required herein shall be in an amount and on forms approved by the City.

Commercial General Liability ("CGL") (primary).

City of Glendale, and its employees and agents shall be added as additional insured and an endorsement will be required. Coverage shall apply on a primary, non-contributing basis in relation to any other insurance or self-insurance, primary or excess, available to City of Glendale or any employee, representative or agent of City of Glendale. Coverage shall not be limited to the vicarious liability or supervisory role of any additional insured. CGL insurance must not be written for less than the limits of liability specified as follows:

- (a) ONE MILLION DOLLARS (\$1,000,000) per occurrence for bodily injury (including accidental death) to any one person;
- (b) ONE MILLION DOLLARS (\$1,000,000) per occurrence for personal and advertising injury to any one person;
- (c) ONE MILLION DOLLARS (\$1,000,000) per occurrence for property damage; and
- (d) TWO MILLION DOLLARS (\$2,000,000) general aggregate limit.

City, at City's sole option, may waive all or part of the foregoing requirements regarding indemnity and insurance, or require the user to purchase similar insurance coverage through outside vendor.

- 24. All rules and regulations not contained in this list, including those found in the laws of the State of California, City of Glendale Charter and Municipal Codes, and any lawful order of law enforcement officials, Library staff, fire officials, or duly authorized employee of the City, must be adhered to. All provisions of the Glendale Municipal Code are incorporated by reference herein as if fully set forth. Copies of the City Charter and Municipal Codes are available in the office of the City Clerk and at all Glendale libraries.
- 25. The Library, Arts & Culture Department reserves the right to deny use of these facilities to any group, organization or individual that may cause disruption to the ordinary and usual operations of the Library facility.
- 26. Any changes in scheduling must be made no later than 30 calendar days prior to the event. Fees for reservations which are cancelled 30 or more days prior to the event will be refunded as provided in Glendale Municipal Code, Section 5-7 et seq. The \$35 booking fee included in the base 3 hour rate for the Central Library Auditorium, Brand Library Recital Hall, and Chevy Chase Branch Library will not be refunded. No refund will be given for cancellations made less than 30 calendar days prior to the event (GMC, section 5-7 et seq.).

FACILITY AND EQUIPMENT REQUEST LIST

PLEASE CHECK THE FACILITY YOU WOULD LIKE TO RENT AND EQUIPMENT NEEDED.

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| <input type="checkbox"/> Central Library Auditorium <ul style="list-style-type: none"> <input type="checkbox"/> Piano <input type="checkbox"/> Podium <input type="checkbox"/> Microphone(s) # ____ <ul style="list-style-type: none"> <input type="checkbox"/> Floor <input type="checkbox"/> Podium <input type="checkbox"/> Desk <input type="checkbox"/> CD Player <input type="checkbox"/> VHS Video Player <input type="checkbox"/> DVD Player <input type="checkbox"/> Projection screen <input type="checkbox"/> Multimedia projector <input type="checkbox"/> Easel <input type="checkbox"/> Whiteboard <input type="checkbox"/> Table(s)# _____ <input type="checkbox"/> Chairs (max. 230) | <input type="checkbox"/> Casa Verdugo Library Meeting Room <ul style="list-style-type: none"> <input type="checkbox"/> VCR, DVD player and monitor <input type="checkbox"/> Tables (max. 4) <input type="checkbox"/> Chairs (max. 35) |
| <input type="checkbox"/> Brand Library Recital Hall <ul style="list-style-type: none"> <input type="checkbox"/> Piano <input type="checkbox"/> 2nd Piano <input type="checkbox"/> Podium <input type="checkbox"/> Projection Screen <input type="checkbox"/> Tables (max. 2) | <input type="checkbox"/> Chevy Chase Library Meeting Room <ul style="list-style-type: none"> <input type="checkbox"/> VCR, DVD player and monitor <input type="checkbox"/> Mounted Projection Screen <input type="checkbox"/> Portable Projection Screen <input type="checkbox"/> Tables (max. 4) <input type="checkbox"/> Chairs (max. 35) |
| | <input type="checkbox"/> Montrose-Crescenta Library Valley Meeting Room <ul style="list-style-type: none"> <input type="checkbox"/> Projection screen <input type="checkbox"/> Tables (max. 4) <input type="checkbox"/> Chairs (max. 50) |

