



City of Glendora
Glendora Public Library
Facility Reservation Application

Received Time/Date _____

Staff Initial: _____

Facility Requested:

- Bidwell Forum: 389 max capacity, 200 seated
- Friends Room: 133 max capacity, 50 seated
- Bidwell Forum including Plaza
(City Permit required for Plaza Use)
- Other _____

Audio Visual Requested:

- Podium (Bidwell Forum)
- Projector/Screen down (Bidwell Forum)
- Wireless Mic (Bidwell Forum)
- Lapel Mic (Bidwell Forum)
- Laptop (Bidwell Forum/Friends Room)
- TV (Friends Room)

Permits Required:

- Customer advised
- Received: _____

Liability Insurance Required:

- Customer advised
- Received: _____

Set-Up Requested:

- U-Style Number of Chairs _____
- Theater Style Number of Tables _____
- Classroom Style

Name of Applicant or authorized designee: _____

Name of Organization (if applicable): _____

Address: _____ City: _____ Zip: _____

Primary Phone: _____ Secondary Phone: _____ Email: _____

Non-Profit Organization? _____ If yes, please submit a copy of your letter of determination from the IRS

Tax ID Number: _____

Type of Event: Meeting Seminar Birthday Wedding Other _____

Date of Event: _____

Estimated Attendance: Adults: _____ Children: _____

Is this event open to the public? Yes No

Set up time: _____ to _____ Event time: _____ to _____ Clean up time: _____ to _____

Hours requested should include set-up and clean-up time

Will you have: Food: _____ Caterer: _____

Will alcohol be served: Yes No ABC License required: Yes No

Security required: Yes No (only required for facility rentals if serving alcohol)

Fees and Refund Policy

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**Approval – Staff Use only**Approved Pending Denied: __________
Library Director/Designee Signature_____
Date

Customer contacted on: Date _____ Staff Initials _____

Payment and documents due date _____

Received:

Payment _____

COVID form _____

Permit _____

Set up Plan/Plaza use _____

Insurance _____

| | |
|-----------------------------------|----|
| Facilities Rental Fee | \$ |
| Staffing Fee | \$ |
| AV Equipment Fee | \$ |
| Cleaning Deposit Fee (refundable) | \$ |
| | |
| | |
| | |
| TOTAL | \$ |

Library Facilities Rental Fees
Adopted in the City of Glendora Master Schedule of Fees for Service

| Item No. | Service Provided | Unit | Fee | Fee Type |
|--|--|---------------------|-------|----------|
| Library | | | | |
| Library Meeting/Event Facilities Fees (Resident Non-Profit) | | | | |
| LB-1.1 | Facility Deposit | Each | \$0 | Rental |
| LB-1.2 | Bidwell Forum | Per Hour | \$0 | Rental |
| LB-1.3 | Bidwell Forum with Plaza | Per Hour | \$0 | Rental |
| LB-1.4 | Friends Room | Per Hour | \$0 | Rental |
| LB-1.5 | Cleaning Deposit | Each | \$0 | Deposit |
| LB-1.6 | Person-on-duty | Per Hour Per Person | \$25 | User Fee |
| LB-1.7 | Alarm Response | Per Response | \$135 | Penalty |
| LB-1.8 | Microphone Fee | Per Mic | \$0 | Rental |
| LB-1.9 | Video Equipment (VHS/DVD Players, TV Monitors, Screens, Laptops, Projectors) | Flat | \$0 | Rental |
| Library Meeting/Event Facilities Fees (All Other Groups) | | | | |
| LB-2.1 | Facility Deposit | Per Event | \$250 | Rental |
| LB-2.2 | Bidwell Forum | Per Hour | \$125 | Rental |
| LB-2.3 | Bidwell Forum with Plaza | Per Hour | \$170 | Rental |
| LB-2.4 | Friends Room | Per Hour | \$80 | Rental |
| LB-2.5 | Cleaning Deposit (if food or drink are brought in for event) | Per Event | \$250 | Deposit |
| LB-2.6 | Person-on-duty | Per Hour Per Person | \$25 | User Fee |
| LB-2.7 | Alarm Response | Per Response | \$135 | Penalty |
| LB-2.8 | Microphone Fee | Per Mic | \$20 | Rental |
| LB-2.9 | Video Equipment (VHS/DVD Players, TV Monitors, Screens, Laptops, Projectors) | Flat | \$30 | Rental |

**Set-up and clean-up 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.*