



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)	\$
<b>TOTAL</b>	<b>\$</b>

## **Library Facilities Rental Fees**

*Adopted in the City of Glendora Master Schedule of Fees for Service*

Item No.	Service Provided	Unit	Fee	Fee Type
<b>Library</b>				
<b>Library Meeting/Event Facilities Fees (Resident Non-Profit)</b>				
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
<b>Library Meeting/Event Facilities Fees (All Other Groups)</b>				
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.*