

**Crowell Public Library, City of San Marino  
Reservation for Meeting Room Space**

Name of Organization or Individual \_\_\_\_\_  
Contact Person \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_  
City/Zip \_\_\_\_\_ Email \_\_\_\_\_  
Fax \_\_\_\_\_

**Event Information**

Date of Event \_\_\_\_\_ From (Time) \_\_\_\_\_ To (Time) \_\_\_\_\_  
Purpose of Meeting/Event \_\_\_\_\_  
Approximate Attendance (See Occupancy Limits) \_\_\_\_\_  
Room Requested \_\_\_\_\_  
Will refreshments be served? \_\_\_\_\_ Will there be an admission charge? \_\_\_\_\_

**Equipment Requested**

**Draw a diagram of desired set-up:**

Number of chairs \_\_\_\_\_  
Number of tables \_\_\_\_\_

**Rental Group Categories:**

*Please check one*

- \_\_\_\_\_ **Resident/Non-profit** – Individuals or groups with 51% of the addresses in San Marino whose usage is not intent upon making a profit or charging a donation.
- \_\_\_\_\_ **Non-resident/Non-profit** - Individuals or groups with 51% of the addresses outside of San Marino, whose usage is not intent on making a profit or charging a donation.
- \_\_\_\_\_ **For-profit or Commercial** - Commercial enterprise of any nature (Individual, Group, Resident or Non-resident).

**Note: Cancellation 14 days or less prior to an event may result in the loss of any rental fees paid, in addition to the deposit.**

**Crowell Public Library, City of San Marino 1890 Huntington Drive  
San Marino, CA 91108 (626)300-0777 [www.crowellpubliclibrary.org](http://www.crowellpubliclibrary.org)**

## Room Rental Policies

- Public Library sponsored activities shall have priority in all spaces.
- All requests are on a first come, first served basis.
- All facility rental requests must be made a minimum of one week in advance. Requests will not be accepted more than 90 days in advance.
- Reservations for more than 4 consecutive days, weeks or months may not be approved.
- Payment in full must be received at least 2 days before reservation date.
- A \$25 - \$40 set up fee per room may be required with the application.
- A \$200 security deposit will be required for use of the audio-visual equipment.
- Renter is responsible for the cost of damage repairs; damage will be determined by the City Librarian.
- Any custodial service required over and above normal clean-up will be determined by the City Librarian and charged at the rate of \$15 per hour.
- An insurance fee of \$116.15 will be applied to all meetings/events where alcohol is served and/or where over 100 people are in attendance.
- A supervision fee will be added if an event takes place outside of normal operating hours and requires staff attendance.
- Groups with youths under the age of 18 must have one adult over age 21 for every 10 youths. Any group which does not have adequate supervision or fails to maintain discipline will be asked to leave.
- Persons applying for a room rental must be 21 years of age.
- Contact person or organization officials must be present during rental.
- Approval is needed for all equipment used in facility
- All materials/decorations brought in must be removed, including tape.
- All kitchen counters, stove tops, and sinks must be cleaned and wiped dry.
- All trash and garbage must be placed in appropriate receptacles.
- Smoking is not permitted anywhere in library facilities.

**I have received, read and understand the Facility Rules and Conditions of Use.**

Renter \_\_\_\_\_ Date \_\_\_\_\_

<b>Office Use Only</b>	Room Fee \$ _____	Set Up Fee \$ _____	Deposit \$ _____
Insurance \$ _____			
Total \$ _____	Date Due _____	Date Paid _____	