

## **Library Multipurpose Room Policy**

The Calabasas City Library has a meeting room that is available for community use during hours that the Library is open. The purpose of this policy is to provide equitable access to local community groups and organizations.

The following regulations shall apply:

1. The room is available for public meetings or for use by local community organizations and non-profit groups.
2. Use must be booked with Library staff at least a week but no more than sixty days prior to the scheduled event.
3. Groups may be limited to no more than two meetings per month.
4. All meetings must be open to the public, although attendance may be limited if capacity of the room is exceeded. The room accommodates 50 people.
5. Commercial use, the charging of fees for admission to meetings, sales presentations and promotions are prohibited with the exception of fundraising events sponsored by the City of Calabasas or a City recognized Friends of the Library organization.
6. The room is available without charge or deposit.
7. The Library reserves the right to preempt any use of the room if necessary for Library programs, services, or operations.
8. Use of the room does not imply sponsorship or endorsement of any group of speaker by the Library or the City of Calabasas. Publicity for events held in this room should not state or imply that these events are being presented by the City or the Library unless such sponsorship or endorsement is confirmed in writing in advance by authorized City officials or library staff.
9. Meetings should be scheduled during normal Library hours and should end 20 minutes before the Library closes. Time booked should include set up & break down time.
10. Light refreshments are permitted but should be limited to the meeting room space and not carried into the rest of the Library. The group is responsible for cleaning up afterwards to the satisfaction of Library staff. Kitchen facilities are not available. Catered events must be booked through community services.
11. Use of Library supplies is prohibited and Library staff services are not provided.
12. There is no audiovisual setup provided for this room. If you must have audiovisual, such as powerpoint, you need to contact Community Services to book the Founder's Hall.
13. Groups are responsible for set up and break down of tables and chairs.
14. You may display signs on an easel. No posting of signs on doors or walls.

# Multipurpose Room Reservation Request Form

Please read the multipurpose room policy. If your group does not fit the criteria you may contact Community Services, (818) 224-1600 to book the Founders Hall or Amphitheater for a fee.

## **Applicant Information**

Organization: \_\_\_\_\_

Description of Event: \_\_\_\_\_

\_\_\_\_\_

501 (c) # \_\_\_\_\_

Contact Person: \_\_\_\_\_

Library Card #: \_\_\_\_\_

Phone Number: \_\_\_\_\_

## **Event Information**

Date of Event: \_\_\_\_\_ # Attending: \_\_\_\_\_

Start Time \_\_\_:\_\_\_ am or pm

End Time \_\_\_:\_\_\_ am or pm  
(Including set up and cleanup)

How many tables and chairs are needed?

\_\_\_\_\_ tables

\_\_\_\_\_ chairs

I agree to abide by the rules of the multipurpose room policy.

Requestor: \_\_\_\_\_ Date: \_\_\_\_\_

Approved \_\_\_\_\_

Not approved \_\_\_\_\_

City Librarian Signature \_\_\_\_\_

Please submit completed form to Sarah Abdali, (818) 224-1752

**We will contact you regarding availability**

If you would like to see the room please e-mail Sarah Abdali ([sabdali@cityofcalabasas.com](mailto:sabdali@cityofcalabasas.com)) to make an appt.