

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.

- | | |
|--|--|
| <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"/> 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"/> 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"/> 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) |

LOCATION	SEATS	RENTAL HOURS	NON-PROFIT	STANDARD /PRIVATE	COMMERCIAL	FEE DESCRIPTION			
Central Library Auditorium 222 E. Harvard St., 2nd Floor Stage Dimensions: 12 ft. d x 28 ft. w (29 ft at rear of stage) Table seating for 80-120	230	Closed For Renovation Reopening March 2017	\$50	\$100	\$150	per hour			
			\$54	\$54	\$54	rehearsal fee/up to 2 hours			
			\$150	\$150	\$150	per event - A/V Package			
			\$50	\$50	\$50	Dressing Room-per event			
			\$100	\$100	\$100	Kitchen usage - per event			
			\$80	\$80	\$80	Piano Rental-per piano			
Central Library Main Room 222 E. Harvard St. For Reservations call: (818)548-2030 Monday – Friday, 9 AM to 5 PM		Closed for Renovation Reopening March 2017	\$2,020	\$2,525	\$3,030	for up to 6 hours			
			\$312	\$312	\$312	for each additional hour			
Central Library Sound Room	1	Closed for Renovation Reopening March 2017	\$25	\$25	\$25	per hour			
Central Library Conference Rooms	8 – 10	Closed for Renovation Reopening March 2017	<table border="1"> <tr> <td>GLENDALE</td> <td>NON-GLENDALE</td> </tr> <tr> <td>\$20</td> <td>\$30</td> </tr> </table>		GLENDALE	NON-GLENDALE	\$20	\$30	per hour/ based on availability
			GLENDALE	NON-GLENDALE					
\$20	\$30								

INFORMATION FOR ALL RENTALS

Fees are effective through June 30, 2017 and are subject to change.

Rental of all spaces is dependent on library programs and staff availability.

ALCOHOL PERMIT FEE: There is a \$100 permit fee to serve alcohol at events meeting criteria outlined in the Alcohol Policy.

PARKING: Parking at all meeting room sites is limited during Library business hours. Except for events at the Brand Library, where parking is ample, users should make arrangements to locate nearby parking for attendees. Staff at each site can assist you.

RISERS: There is a \$200 per event fee for use of risers.

Proof of Insurance Required for all Rentals. See Page 3 for requirements.

LOCATION	SEATS	RENTAL HOURS	NON-PROFIT	STANDARD/PRIVATE	COMMERCIAL	FEE DESCRIPTION
Brand Library Recital Hall 1601 W. Mountain St.	110	HOURS LISTED BELOW	\$190	\$226	\$298	for 3 hours
Stage dimensions: 9 ft. d x 28 ft. w (23 ft at rear of stage) For reservations call: (818)548-2051, during library open hours			\$59 \$80 \$108 \$54	\$75 \$80 \$271 \$54	\$97 \$80 \$271 \$54	for each add. hour Piano rental/per event/per piano Ticketed Event Fee Rehearsal Fee (up to 2 consecutive hrs)

NOTE: Rental Hours: Friday/Saturday/Sunday 5:30pm-9:30pm

Recitals for fulfillment of a degree requirement will be charged the non-profit rate. This would include BM, MM and DMA students. Students must provide a letter from their faculty member who they are studying with confirming the recital's degree requirement along proof of current institutional affiliation (i.e. student id).

Brand Library Plaza/Atrium Gallery/Courtyard	75	LIBRARY CLOSED HOURS	\$350	\$400	\$450	per hour (3 hour minimum)
Brand Library Art Galleries	250	LIBRARY CLOSED HOURS	\$2,500	\$3,000	\$3,500	for 6 hours
Brand Mansion		LIBRARY CLOSED HOURS	\$2,500	\$3,000	\$3,500	for 6 hours
Brand Complex Includes Plaza/Atrium, Gallery, Mansion (excludes stacks area and Brand Studios)		LIBRARY CLOSED HOURS	\$5,000	\$6,000	\$7,000	for 6 hours
Brand Library-Use of Media Equipment			\$80	\$80	\$80	Per Event

Available for Rental with Plaza/Atrium, Gallery, Mansion and Complex

INFORMATION FOR BRAND RENTALS

The Gallery or other space at the Brand Library are not available for art exhibitions. The gallery space, plaza/atrium, mansion and complex is available to rent for non-art events on a case-by-case basis. Please call (818)548-2051 for further information.

RECEPTION FEE: Non-Catered: There will be a \$51.00 Reception Fee when food is served at event and/or use of kitchen. Catered: There will be a \$200 Reception Fee.

TICKETED EVENT: Attendance limited to paid ticket holders, those paying admission or mandatory donation.

MAINTENANCE FEE: There is a \$38 Maintenance Fee for set up and staffing.

SALE OF NON-FOOD MERCHANDISE: There is a \$159 fee to be able to sell merchandise.

LIBRARY ACCESS: There is a \$150 fee for access to the library prior to event for deliveries.

Proof of Insurance Required for all Rentals. See Page 3 for requirements.

AVAILABILITY: These facilities are available for rental after hours subject to staffing availability and library operations. Contact site for Library Open Hours.

LOCATION	SEATS	RENTAL HOURS	NON-PROFIT	STANDARD/PRIVATE	COMMERCIAL	FEE DESCRIPTION
<u>BRANCH MEETING ROOMS</u>		LIBRARY OPEN HOURS OR BASED ON STAFF AVAILABILITY	\$40	\$60	\$80	per hour when open
			\$60	\$80	\$100	per hour when closed
Casa Verdugo Branch Meeting Room	35	1151 N. Brand Blvd.	For reservations call:(818)548-2047, Monday – Thursday, 1 PM to 5 PM			
Montrose-Crescenta Branch Meeting Room	75	2465 Honolulu Ave., Montrose	For reservations call: (818)548-2048, Monday – Thursday, 1 PM to 5 PM			
<u>BRANCH LIBRARY</u>		BASED ON STAFF AVAILABILITY	\$150	\$200	\$250	per hour when closed
Library Connection @ Adams Square	50	1100 E. Chevy Chase Dr.	For reservations call: (818)548-3833, Monday – Thursday, 1 PM to 5 PM or email to: hshonouda@glendaleca.gov			
Chevy Chase Branch Library	200	3301 E. Chevy Chase Dr.	For reservations call:(818)548-2030, Monday – Friday, 8 AM to 5 PM			
Pacific Park Branch Library	75	501 S Pacific Ave.	For reservations call: (818)548-3760, Monday – Thursday, 1 PM to 5 PM or email to: hshonouda@glendaleca.gov			
Casa Verdugo Branch Meeting Room	100	1151 N. Brand Blvd.	For reservations call:(818)548-2047, Monday – Thursday, 1 PM to 5 PM			
Montrose-Crescenta Branch Meeting Room		2465 Honolulu Ave., Montrose	For reservations call: (818)548-2048, Monday – Thursday, 1 PM to 5 PM			

Insurance Requirement for all rentals:

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.



REFRESHMENT POLICY

Renters of the Glendale Public Library's meeting rooms may serve light refreshments in connection with their events.

There is a \$50 non-refundable reception fee required for permission to serve refreshments. The kitchen and serving areas must be left clean within the allotted time of rental.

No food may be taken into the public areas of the Library. No alcoholic beverages may be served or presented except as outlined in the Alcohol Policy and upon approval of the Alcohol Permit and payment of the Alcohol Permit Fee.

The Central Library will provide two six foot tables for serving refreshments. The tables must remain in the meeting room. All food, preparation, and serving equipment must be provided by the renter.

Renter is responsible for set-up and clean-up of the reception area. City of Glendale staff will set-up room prior to event and remove tables and trash containers only.

Each Library has a small kitchen facility which may be used for limited preparation and cleanup. Caterers may use facilities or a catering truck on city property with approval of Library Director and in coordination with Library staff. Authorized representative must seek approval of the Library Director in order to coordinate.

Renters scheduling events during Library business hours must understand that kitchen facilities are intended for the use of Library staff and agree to follow instructions of Library staff so that staff use and event use are coordinated.

Renters agree that serving of refreshments is solely the responsibility of the renter and that Library staff will not be available to provide assistance.

Renters who do not pay the reception fee and then serve food will be charged the reception fee.

Renters not following this policy may forfeit their right to use the room in the future.

I have read this agreement and will take full responsibility for meeting the terms of the Refreshment Policy.

Signature of Authorized Representative

Name Printed

Name of Organization

Date of Event

Payment Enclosed

Payment Received

Date

Staff Name

Facility Requested: _____

Date of Event: _____ Time of Event: _____

Arrival Time: _____ Departure Time: _____

*Reservation hours requested includes set-up and clean-up.
Early arrivals cannot be accommodated.*

I have read this agreement and will take full responsibility for meeting all the terms set forth in this agreement:

Name of Authorized Representative _____ Name of Group (if applicable) _____

Address of Authorized Representative _____ Telephone/Email _____

City, Zip _____ Type of Program _____

X _____

Signature of Authorized Representative _____ Date of Signature _____

----- **STAFF USE ONLY** -----

Rental Category: _____ Proof of Non-Profit Status: _____

Insurance Approved?: _____ Taxpayer ID: _____

Base Fee: _____ Closed Hours Fee: _____

Additional Hours: _____ Maintenance fee: _____

Rehearsal Fee: _____ Ticketed Event Fee: _____

Sale of Merchandise Fee: _____ Reception fee: _____

Alcohol Permit Fee: _____ Alcohol Permit Approved?: _____

Total Fee Due: _____ Payment Due By: _____
(Payable to the City of Glendale)

This agreement is void if payment is not received by the above date.

Date Application Approved: _____ Date Payment Rec'd: _____ Date "PD" entered: _____



MEETING ROOM SCHEDULE OF FEES

LOCATION	SEATING	RENTAL HOURS	GLENDALE NON-PROFIT		GLENDALE INDIV. AND COMMERCIAL		FEE DESCRIPTION
			NON-PROFIT	COMMERCIAL	NON-PROFIT	COMMERCIAL	
Chevy Chase Branch Library 3301 E. Chevy Chase Dr. For reservations call: (818)548-2030, Monday – Friday, 8 AM to 5 PM	200	LIBRARY CLOSED HOURS	\$150		\$210	\$275	for 3 hours
			\$50		\$70	\$90	for each add. Hour
			\$35		\$35	\$35	Maintenance Fee
			\$100		\$250	\$250	Ticketed Event Fee (<100)
			\$100		\$500	\$500	Ticketed Event Fee (>100)
							\$35 Reception Fee
Casa Verdugo Branch Meeting Room 1151 N. Brand Blvd. For reservations call: (818)548-2047, Monday – Thursday, 1 PM to 5 PM	35	LIBRARY OPEN HOURS OR BASED ON STAFF AVAILABILITY			\$15	\$32	per hour when open
					\$27	\$42	per hour when closed
							2 hr. min./Open Days
							3 hr. min./Closed Days
Montrose-Crescenta Branch Meeting Room 2465 Honolulu Ave., Montrose For reservations call: (818)548-2048, Monday – Thursday, 1 PM to 5 PM	75	LIBRARY OPEN HOURS OR BASED ON STAFF AVAILABILITY			\$15	\$32	per hour when open
					\$27	\$42	per hour when closed
							2 hr. min./Open Days
							3 hr. min./Closed Days
Library Connection @ Adams Square 1100 E. Chevy Chase Dr. For reservations call: (818)548-3833, Monday – Thursday, 1 PM to 5 PM	50	LIBRARY CLOSED HOURS			\$27	\$42	per hour when closed
							2 hr. min./Open Days, Closed Hours
							3 hr. min./Closed Days

PLEASE NOTE:

Fees are effective through June 30, 2014 and are subject to change.

RECEPTION FEE: There will be a \$37.00 Reception Fee at all branch sites when food is served at event and/or for use of a kitchen.

ALCOHOL PERMIT FEE: There is a \$100 permit fee to serve alcohol at events meeting criteria outlined in the Alcohol Policy.

TICKETED EVENT: Applies to an event where attendance is limited to paid ticket holders or to attendees paying an admission charge or mandatory donation.

Fees are effective through June 30, 2012 and are subject to change.

MAINTENANCE FEE: There is a \$37 Maintenance Fee at all sites for set up and staffing.

SALE OF NON-FOOD MERCHANDISE: There is a \$153 fee to be able to sell merchandise at library facility.

AVAILABILITY: These facilities are available for rental after hours subject to staffing availability and library operations. Contact site for Library Open Hours.

PARKING: Parking at all meeting room sites is limited during Library business hours. Except for events at the Brand Library, where parking is ample,

users should make arrangements to locate nearby parking for attendees. Staff at each site can assist you.

Insurance Requirement for all rentals:

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.

MEETING ROOM POLICY

LIBRARY MISSION STATEMENT

The Library, Arts & Culture Department provides services, materials and activities to enrich life, foster literacy, inspire intellectual curiosity and stimulate the imagination.

LIBRARY MEETING SPACES – DEFINED

An auditorium is defined as an enclosed space that will accommodate more than 150 people. An auditorium is only available at the Central Library.

Meeting rooms are defined as enclosed spaces, without a stage, that accommodate more than 12 people but fewer than 100. Meeting rooms are available for rental at the Casa Verdugo Neighborhood Library and the Montrose Neighborhood Library.

A Recital Hall is an enclosed space, with a raised platform or stage and a piano that will accommodate 100 – 150 people. A recital hall is available only at Brand Library and Art Center.

The Library Connection @ Adams Square under some circumstances, subject to Library needs and staff availability, may be used for meetings of local, Glendale-based civic organizations and community associations.

The Chevy Chase Neighborhood Library a public/community space without a meeting room or study rooms.

Conference rooms (enclosed spaces that accommodate up to 10 people) are available at Central Library. Use of conference rooms is governed by a separate policy.

Use of the Brand Library Art Galleries is governed by a separate policy.

GENERAL POLICIES

The Auditorium, Recital Hall, meeting rooms, study rooms, and other spaces of the Glendale Public Library sites are made available to the public as a public service.

Space availability is subject to Library needs, operations, programming, and staffing.

No person's right to attend a public meeting or public program will be denied because of origin, age, race, sex, sexual orientation, or disability.

Scheduling a rental group or organization to meet or present a program in the Library does not in any way indicate the Library's endorsement of the group or organization or of its activities, ideas, or opinions expressed during the course of meetings or programs held at the Library. The Library may not be listed as a sponsor on any publicity.

Eligibility, fees, procedures and standards of behavior are determined by the Library.

Meetings or programs which, in the judgment of the Library Director, would interfere with the functions of the Library or with patrons using the Library will not be permitted.

Renters not following the terms of the Meeting Space Rental Policy and the Facilities Reservation Request and Agreement will be charged accordingly and may be denied further use of Library meeting spaces.

The Director of Libraries has final authority in determining the acceptability of all applications.

ELIGIBILITY

Meeting rooms may not be used for any events requiring medical exams, testing, treatment or procedures.

FEES

Individuals, commercial organizations, and non-profit organizations selling tickets, charging admission, charging a mandatory donation, or limiting attendance on the basis of membership in a group or organization may rent the Central Library Auditorium and the Brand Library Recital Hall by paying a Ticketed Event Fee. Events that are open to the public, but where a voluntary donation is requested, are not considered a ticketed event.

Glendale individuals, commercial organizations and non-profit organizations may use Central Library Auditorium and Meeting rooms and Brand Library Recital Hall at a reduced rate according to the Library's schedule of Fees and Facilities included in this policy.

Non-profit groups (IRS exemption 501c) may use the facilities except the Central Library conference rooms at a reduced fee if proof of current non-profit status and taxpayer ID number are provided by the meeting organizer. Proof of affiliation with the organization must be provided. Organizations may at the Central Library Auditorium and Meeting rooms and Brand Library Recital Hall venues use the non-profit rate for a maximum of 12 events per year. Additional events must be booked at the Commercial rates.

Fees may only be waived based upon the Library's Sponsorship Policy and upon approval by the Director of Libraries, Programs and Services Administrator, or Community Relations Manager. City of Glendale, Glendale Unified School District, County, State and Federal offices, departments and/or personnel conducting official government or school district business may be allowed free use of available Library meetings spaces. Educational programs presented by such civic organizations as AARP, League of Women Voters, etc. will be charged at the Glendale non-profit rate.

RESERVATIONS

Reservations may only be made by the staff at the site of the Auditorium, meeting room or other meeting space, with the exception of the Chevy Chase Library where reservations are made through the Library Administration office.

Reservations are taken on a first come, first served basis.

Reservations may be made no more than three months in advance (reservations for January may be made on the first of October, etc.).

At Casa Verdugo Neighborhood Library, Montrose Neighborhood Library, the Library Connection @ Adams Square a person, organization, partnership, or other group may reserve and use the same meeting room no more often than twelve (12) times in a calendar year. Limits on the use of neighborhood library meeting spaces are established to provide access to the meeting facilities to a broad a range of organizations and groups.

Meetings, programs and other events at and the Library Connection @ Adams Square may only be scheduled for times when the Library is closed to the public. Meetings scheduled for hours a Library site is closed are subject to the availability of Library staff to secure and monitor the building. Inquiries about such reservations must be made at least 15 calendar days in advance of the event.

Meetings, programs, and other events are the Chevy Chase Library may only be schedules for times when the Library is closed to the public. Meetings scheduled for hours a Library site is closed are subject to the availability of Library staff to secure and monitor the building.

If an unusual level of noise is anticipated (such as playing or performing music), the event may only be scheduled for a time when the Library is closed to the public. Groups exceeding the noise limit for an event booked when the Library is open will be booked for hours the Library is closed for all future events.

Reservation time includes renters' set-up and clean-up time. Early arrivals and late departures cannot be accommodated.

To facilitate room set-up, the Library may hold up to one hour between any two meetings in the same place.

Full rental payments must be made within seven (7) calendar days of making the reservation in order to hold the preferred date and time. Reservations made less than 15 calendar days before an event are subject to staff availability, and must be fully paid at the time of the reservation. All payments made within 30 calendar days of the event are non-refundable.

CANCELLATIONS

Cancellations, rescheduling of an event, and all other changes to the contract must be made at least 30 calendar days in advance of the scheduled event. Cancellations made less than 30 calendar days in advance of the event forfeit their payment and may not reschedule without a new contract.

If an event is cancelled, the cancelled contract will be kept on file for one year.

RENTER RESPONSIBILITIES

It is the responsibility of the person signing as an individual or the authorized representative of the group to remain on the premises throughout the period for which it is reserved, to ensure the safety and security of attendees and the facility, and to further ensure that all provisions of the contract are followed.

Users of the Auditorium and/or any other meeting space are expected to use the Library for its intended purposes, and to leave the meeting space in the condition it was found. (City of Glendale staff will remove trash from trash receptacles and containers.)

Renters (authorized representative or person signing the contract) are responsible for any and all damage and injury caused directly or indirectly to the Library, its patrons, its collections, equipment, facilities, or services by or during their use of the Auditorium and/or meeting room facilities.

Every person, group, or organization using City facilities 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 renters (including its sponsor, spectators, participants, members, officers, directors or agents).

Individuals attending meetings or programs are expected to observe the rights of other library users and staff members; must comply with the Library's Interior and Exterior Rules of Behavior Policy, the Facilities Reservation Request and Agreement, and all related policies; and must follow all instructions of the staff in charge of monitoring the event.

Children attending meetings or programs, or who are with adults attending meetings or programs, are subject to the Library's Children in the Library Policy. Individuals attending meetings are responsible for supervising the children in their care and ensuring they comply with the Library's Interior and Exterior Rules of Behavior and all other Library policies.

Renters not following the terms of the Facilities Reservation Request and Agreement may be denied further use of Library meeting spaces.

REFRESHMENT AND FOOD

Renters of meeting rooms may serve light refreshments in connection with their events. There is a \$35 reception fee required for permission. The Library is not responsible for providing a coffee maker except at the Central Library Auditorium, and does not provide supplies/equipment including but not limited to coffee, plates, utensils, or staff to prepare, clean-up, or serve refreshments.

Food may not be taken into the public areas of the Library where food is prohibited.

ROOM SET-UP AND CLEAN UP

Room set-up will be provided according to directions on the Facilities Reservation Request and Agreement. Changes to the requested room set-up may be made up to 15 calendar days in advance of the scheduled event. On the day of the scheduled event City of Glendale staff may not be available for modifications of the room set-up unless the arrangement of the room does not meet contracted agreement.

Changes to the pre-arranged room set-up that are made by renters, their staff, volunteers, or audience are made at their own risk.

Furniture, including Library furniture and furniture and sound equipment belonging to renters, may not be moved into or out of meeting spaces, unless by advance agreement.

The kitchen and service areas must be left clean within the allotted time of rental.

Materials may not be affixed to any wall or Library supplied furnishings.

PUBLICITY

All publicity is the responsibility of the renter.

All advertising and public notices of events held in Library facilities must clearly designate sponsorship by the renter only and may not include the Library's email address, phone number, logo or any indication of co-sponsorship.

STAFFING

Library staff will be present when the Library is not open. Their role is to monitor use of the room and run the audio-visual equipment, not assist with the details of a rental event including clean up.

LIMITS ON USE

All Library facilities are smoke-free.

No alcoholic beverages may be served or presented at events, programs, or meetings held in Library facilities or on Library grounds. Exceptions to this policy are outlined in the Alcohol Policy.

City of Glendale staff is not responsible for arranging or carrying program materials, delivery or removal of refreshments, or clean up. Library staff will set up furniture prior to the event, remove contained trash, and put away tables, chairs, and library equipment.

City of Glendale staff may not accept calls, page, or relay messages to or for any person attending meetings or programs, except in an emergency.

Due to liability issues and space limitations, the Library does not provide storage for any organization or group.

The Library will only allow the sale of merchandise for sponsored events in compliance with the Library's Co-Sponsorship Policy.

Events of a strictly social nature such as parties, weddings, bridal or baby showers, etc. are permitted on a case-by-case basis at the Central Library, Brand Library and Art Center, the Montrose Neighborhood Library and the Chevy Chase Branch Library.

The Library is not responsible for and assumes no responsibility for any accident, injury, loss or damage to the private property of individuals or organizations using the facility.

REFUND

Refund policy and procedures are governed by the Glendale Municipal Code (section 5-7 et seq). The Code provides that refunds will be made, less "administration and clerical cost entailed by the transaction." Other than as outlined below there is no set charge for cancellations prior to 30 calendar days before the event. Each case is reviewed individually.

For all rentals of the Glendale Central Library Auditorium, Brand Library Recital Hall, and the Chevy Chase Branch Library, there is a non-refundable \$35 booking fee included in the base 3 hour rate. In the event a refund is issued, the \$35 booking fee will not be refunded.

If an event is cancelled less than 30 calendar days prior to the event, no refund is made because of administrative and clerical costs incurred and the loss of potential revenue to the City for a rental date which is booked and unavailable to other renters.

VIOLATION OF POLICIES

Violation of any of these policies and procedures may result in denial of further use of Library meeting rooms.

MEETING ROOM BOOKING PROCEDURES

RESERVATIONS

1. Rates are determined by the credentials of the authorized person signing the agreement.
2. Reservations may only be made by staff at the site being reserved with the exception of Chevy Chase Branch Library where reservations are made through the Administration office.
3. If a reservation is made by phone, the renter may pick up a Reservation Request and Agreement form, have it mailed to them or download it from our website.
4. Hours when reservations may be made at each site are listed in the Schedule of Meeting Room Fees.
5. When the full contract has been completed and all fees paid, a copy of the contract and the receipt are given or mailed to the renter.
6. Original contracts must be signed and full payment must be made within seven calendar days of reserving the facility to hold the reservation date and time. Renters not paying fees by the deadline will forfeit the reservation. Only original contracts are accepted (no copies or faxes).
6. Authorized renters must prove Glendale residency and non-profit status to qualify for rates as indicated. Organizations and individuals must have letterhead, printed business cards or some other form of business identification showing Glendale address. Residency is not determined by an individual member of an organization. Non-profit organizations must show proof of current IRS exemption as a 501c organization. No exceptions will be made.
7. Any changes to the contract must be made in writing on the contract by the renter prior to 30 days before the event. If changes are acceptable to the Library site, they will be initialed and entered on the Library's calendar.

REFUNDS

1. Requests for refund will be handled by the office of the City Clerk (818-548-2090).
2. The City Clerk issues the form for claim of refund (Form K-152, copy attached).
3. Handling of refunds is described in GMC (Chapter 4.08) as follows:

When a claim is filed with the City Clerk, it shall be transmitted to the head of the division or section which collected or received the money and then it will be reviewed. If the head of the division is

satisfied that one of the conditions specified in the municipal code exists, he or she shall approve such claim for payment.

There shall be deducted from each refund submitted a sum equal to the administration and clerical cost entailed by the transaction as estimated by the Director of Finance.

4. Questions about refunds should be directed to the City Clerk.

STAFFING

Neighborhood Libraries

1. Staffing needs will be taken into consideration when monthly schedules are prepared. Whenever possible, local site staff should be scheduled. For closed-hours events, a monitor, customer service assistant, or experienced page should be scheduled.
2. Staff should be scheduled for the full period of the rental and for any additional time needed to set up and break down the event.
3. Staff should be thoroughly trained in all aspects of Meeting Room policy, contract obligations, available equipment, etc.
5. Staff-in-charge should be given an event checklist form for each event. Staff-in-charge should be instructed to complete the form by checking any applicable boxes with explanations at the bottom of the form. They should be instructed to contact the site manager if a problem arises.

Central

1. Appropriate staffing is handled through the Circulation Department in partnership with the Administration office.
2. Staffing for events requiring video/audio (DVD, VHS, and CD) presentations must be scheduled with a circulation staff person available to be in the booth. Only staff are allowed in the Audio-Visual Booth. **NO EXCEPTIONS!**
3. Administration will open the room and set up microphones for events scheduled during the day Monday through Friday 8am- 5pm and requiring only a microphone. If additional audio-visual equipment is needed, Circulation will schedule a staff member to be in the room for the event.
4. The Library Information Technical Services (LITS) department must be scheduled to hook up renter's computer to the A/V system for computer presentations.
6. Staff-in-charge should be given an event checklist form for each event. Staff-in-charge should be instructed to complete the form by checking any applicable boxes with explanations at the bottom of the form. They should be instructed to contact the site manager if a problem arises.

7. Staff-in-charge will sign out equipment from the Staff Workroom (microphones, cables, computer interface) and have renter's authorized representative for the event sign for the equipment on the event checklist. Staff-in-charge is responsible for signing the equipment back in. If there is any equipment missing, please make note on the event checklist and inform the Administration Office.

FACILITIES RESERVATION REQUEST & AGREEMENT

All groups, organizations, or individuals who are given approval to use any of the Glendale Public Library 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 Glendale Public Library 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.).

REFRESHMENT POLICY

Renters of the Glendale Public Library’s meeting rooms may serve light refreshments in connection with their events.

There is a \$35 reception fee required for permission to serve refreshments. The kitchen and serving areas must be left clean within the allotted time of rental.

No food may be taken into the public areas of the Library.

No alcoholic beverages may be served or presented except as outlined in the Alcohol Policy and upon approval of the Alcohol Permit and payment of the Alcohol Permit Fee.

The Central Library will provide two six foot tables for serving refreshments. The tables must remain in the meeting room. All food, preparation, and serving equipment must be provided by the renter.

Renter is responsible for set-up and clean-up of the reception area. City of Glendale staff will set-up room prior to event and remove tables and trash containers only.

Each Library has a small kitchen facility which may be used for limited preparation and cleanup. Caterers may use facilities or a catering truck on city property with approval of Library Director and in coordination with Library staff. Authorized representative must seek approval of the Library Director in order to coordinate.

Renters scheduling events during Library business hours must understand that kitchen facilities are intended for the use of Library staff and agree to follow instructions of Library staff so that staff use and event use are coordinated.

Renters agree that serving of refreshments is solely the responsibility of the renter and that Library staff will not be available to provide assistance.

Renters who do not pay the reception fee and then serve food will be charged the reception fee.

Renters not following this policy may forfeit their right to use the room in the future.

ALCOHOL BEVERAGE SERVICE AT DESIGNATED CITY FACILITIES

This policy:

- Governs the specific locations (“Designated Facilities”) where alcohol sales and consumption will be allowed upon City property;
- Defines the type of alcoholic beverages that may be sold/served/consumed; and
- Sets the conditions, rules, and regulations for selling/serving/consuming alcoholic beverages at an event.

The City Manager or a designee may amend this policy when it is reasonably necessary to give effect to the policy’s intent, purpose, or interpretation.

1. Definition

“Alcohol” or “Alcoholic Beverage” means beer, wine, champagne and distilled spirits containing one-half of one percent or more of alcohol by volume.

2. Designated Facilities

Alcoholic beverages may be sold/served/consumed only at the following Designated Facilities:

Community Services & Parks Department:

- Adult Recreation Center
- Sparr Heights Community Center
- Brand Park/Tea House & Garden

- Casa Adobe De San Rafael
- Catalina Verdugo Adobe
- Deukmejian Wilderness Park & Barn
- Civic Auditorium
- Stengel Field (Semi-pro baseball only)

Library, Arts & Culture Department:

- Central Library
- Brand Library & Art Center
- Chevy Chase Library
- Library Connection @ Adams Square
- Grandview Library
- Pacific Park Library
- Casa Verdugo Library
- Montrose Library

3. Permit and Insurance

At Designated Facilities, Alcohol may be sold/served/consumed during an event when all of the following requirements are met:

- A) An application for an Alcohol Permit has been timely submitted, and the City has approved and issued a permit;
- B) General Liability and Liquor Liability insurance— meeting the City’s requirements— have been submitted, and the City’s Risk Manager has approved that insurance;
- C) Approved security personnel, or police officers, or both, have been provided, as required by the conditions stated in this Policy, or on the Alcohol Permit, or both; and
- D) A current, valid, active Alcohol Beverage Control (ABC) liquor license has been obtained— if alcohol will be sold at the event or if the event will be open to the public.

Anyone desiring to sell/serve/consume Alcohol at any event upon the Designated Facilities must apply for an Alcohol Permit through the City of Glendale.

An applicant for an Alcohol Permit must obtain, pay for, and maintain general liability and liquor liability insurance to cover the selling or serving, and consumption, of alcohol during the event. The type of coverages and the minimum coverage amounts are described in a separate document, “*Insurance Requirements for Alcohol Permit.*” The City’s Risk Manager, who determines the insurance requirements and who reviews/approves insurance submittals, may require more insurance depending on the nature of the event, or the risks involved, or both. The insurance must be on forms acceptable to the Risk Manager.

The Certificate of Insurance and Additional Insured Endorsement must:

- Name the City of Glendale and its officers, agents, employees, and representatives as additional insureds;
- State that it is primary to all other insurance or self-insurance of the City;
- Contain a Separation of Insureds clause; and
- Require that the issuing company will mail thirty (30) days advance notice to the City for any policy cancellation, termination, non-renewal, or reduction in coverage.

An applicant for an Alcohol Permit must submit the insurance documents when the applicant submits the permit application to the City Department.

An Alcohol Permit will not be issued without the Risk Manager’s approval of the required insurance certificate(s) and additional insured endorsement(s).

4. Rules and Regulations

Hours of Serving/Selling/Consuming

Alcohol may be sold/served/consumed with an approved Alcohol Permit, as specified on the Alcohol Permit, during the hours specified below:

<u>Facility</u>	<u>Hours</u>
City Parks	11:00am – Park Closure
City Buildings	11:00am – 11:00pm
Civic Auditorium & Brand Library & Art Center	11:00am – 12:00am

Hours of serving/selling/consuming alcohol may be extended with prior approval by the Department Director, but not later than 2 a.m.

Alcohol selling/serving must stop ***one hour before*** the end of each event. All bars must promptly shut down and all alcoholic beverages and bottles must be removed from the bar and tables one hour before the end of the event.

Serving Alcohol

Consumption of alcohol is limited to the area designated on the Alcohol Permit.

The person to whom the City issues the Alcohol Permit (“Permit Holder”) may set-up his/her own bar and serve his/her own alcohol to the guests (for private events, not open to the public), with no monetary transaction. If the Permit Holder hires a caterer/bartender to provide the bartending service, the company must also provide additional types of insurance and obtain the City’s approval, and must also obtain a valid ABC license. If the event is open to the public, then the Permit Holder must have a valid ABC license.

Bars can be set-up in designated areas based on the location selected by the representative from the City Department renting out the facility and as listed in the Permit. A sober (non-drinking) bartender/server, at least 21 years of age, must be present.

Sellers/servers must be trained in I.D. checking and recognizing signs of intoxication. They must not sell, furnish, or give an alcoholic beverage to a person who is intoxicated.

The Permit Holder may be required to provide wristbands or ultraviolet stamps, to help identify persons over the age of 21, at events that have a bar set up with bartending services.

Alternative non-alcoholic beverages and food should be made available.

Bartenders/caterers must clean up any beverage spillage and must remove empty bottles and cans, during and after the event.

At the bar, all alcoholic beverages must be poured and served in cups; cans or glass bottles are not allowed. Alcohol and soft drinks in a glass bottle for individual consumption are not allowed.

Alcohol cannot be shared with City staff or security personnel on duty during or after the event.

For the health, safety, or welfare of the public, alcoholic beverage service may be terminated at any time by City staff, private security, or fire department or law enforcement officials.

Selling Alcohol

A Permit Holder **SELLING** alcohol must do so with a valid ABC license from the Department of Alcoholic Beverage Control. The ABC license must be obtained not more than 30 days in advance, and not later than three days before, the scheduled event. The City needs to have the ABC license on file at

least 3 days before the event, if applicant will be selling alcohol, in order to approve the Alcohol Permit. Note: ABC requires the application for the ABC license to be submitted at least 10 days in advance of the event.

A Permit Holder serving alcohol at a private event (not open to the public), free of charge, is exempt from obtaining an ABC license.

At events in “Designated Facilities” the holder of the daily ABC license, with an approved Alcohol Permit from the City, may sell alcoholic beverages during the hours specified above, and for no more than two consecutive days (per ABC regulations).

Alcohol can also be sold during events with a Caterer’s Type 58 Permit as long as the Caterer provides the proper liability insurance, hires security guards as required, and has an approved ABC license. A Caterer must present its Caterers Type 58 Permit to the ABC board in order to obtain an ABC license.

Minors at Events— Selling/Serving Alcohol

Alcohol is not permitted at events for minors under the age of 21 (i.e. Quinceanera, Sweet Sixteens, school parties with minimum adult supervision), except for Quinceaneras, Sweet Sixteens, Debutante Balls, Bar Mitzvah, Bat Mitzvah, and other cultural events for minors becoming of age, at the Civic Auditorium. If alcohol is detected or present, the City reserves the right to close down the event.

In accordance with state law and the regulations of the Department of Alcoholic Beverage Control, a person under twenty-one years of age must not be served an alcoholic beverage, and must not be allowed to consume an alcoholic beverage. Violators are subject to criminal prosecution and will be denied approval of subsequent requests to use a City facility.

Required Security Personnel

The presence of uniformed security personnel employed or hired by a Private Patrol Operator (PPO) is mandatory— they must be on site at least a half hour before alcohol is served and through the end of the event. The PPO and its security personnel are subject to prior written approval by the Glendale Police Department. The PPO must: (a) hold a current, valid, active license from the California Bureau of Security and Investigative Services; and (b) carry the requisite amount of liability insurance set by California Business and Professions Code Section 7583.40.

The uniformed security personnel must monitor the bar area and check ID’s.

At least one security person is required for every 75 people attending the event. If a bottle containing alcohol will be placed on one or more individual tables, additional security personnel must be provided.

At the discretion of the Glendale Police Department, or the Department Director, or both, the security personnel requirement may be waived or additional security personnel or Police Officers may be required based on an evaluation of the event proposal based on the following criteria:

- Whether the proposed event is sponsored/co-sponsored by the City
- Location of the proposed event
- Size of the proposed event (number of people in attendance)
- Duration of the proposed event
- Type of the proposed event
- Quantity of alcohol at the proposed event (1 bottle vs. unlimited)

5. Policy—Violation; Exception

The City may deny a person's, entity's, or organization's subsequent request to use one or more of the Designated Facilities— or any other City building, facility, property, or area— when that person, entity, or organization violated any one or more of this Policy's provisions.

At any time, the City Manager or a designee may approve exceptions to this Policy for a special event.



CENTRAL LIBRARY RESERVATION REQUEST FORM

Responsible Person**: _____ Organization: _____

Phone: Day () _____ Evening () _____ Other () _____

Address of Responsible Person: _____

City

State

Zip Code

PLEASE FILL OUT ALL THE INFORMATION BELOW

Date Requested: _____

Event Description: _____ Number of People Expected: _____

Is this a recurring event? Yes No If yes, please explain: _____

SET UP TIME	RENTAL TIME	CLEAN & OUT BY	TOTAL HOURS
:		:	

Will you be serving refreshments? Yes No *Alcohol served/sold (Permit required)? Yes No

*Will you be having music for your event? Yes No *Audio/Video Recording? Yes No

*Is admission based on fee or donation and/or restricted? Yes No

*Will event attract media attention? Media presence? Yes No

Do you have insurance (Proof required)? Yes No

*Explanation: _____

REQUESTED EQUIPMENT & SERVICES			
<input type="checkbox"/> Lectern	<input type="checkbox"/> Kitchen	<input type="checkbox"/> Easel/Whiteboard	<input type="checkbox"/> Computer Interface
<input type="checkbox"/> Microphone	<input type="checkbox"/> LCD Projector	<input type="checkbox"/> Piano	<input type="checkbox"/> Audio/Video Player _____

THIS IS A RESERVATON REQUEST AND DOES NOT GUARANTEE OR CONFIRM ANY RESERVATION.

FOR OFFICE USE ONLY

SITE NAME: _____ DATE RECEIVED: _____ STAFF: _____

ACTION TAKEN: _____

** The Responsible Person indicated on the Facility Permit Application must be at least 18 years of age. In addition, they must attend the event from beginning to end.



CITY OF GLENDALE

ALCOHOL PERMIT REQUEST FORM

Applicant's Name: Is Applicant is Over the Age of 21? Yes No
Organization's Name: Type of Organization: Non-Profit Commercial Other:
Applicant's Address: City State Zip Code
Phone: Cell: Email Address:

PLEASE FILL OUT ALL THE INFORMATION BELOW

Event Title/Name: Facility Requested:
Event Description: Date(s) Requested:
Is this an event for a minor under the age of 21 (i.e., Sweet 16, 10th Birthday Party, Graduation Party)? Yes No
Number of Guests/Participants/Spectators Expected: Maximum Number of Guests/Participants/Spectators at Any One Time:
Event Hours: Set up Time am/pm Rental Time am/pm Clean & Out By am/pm Total Hours am/pm
Is your event open to the public? Yes No If YES, is there an admission fee or charge? Yes No
If YES, please provide details:
Will this be a recurring event? Yes No If YES, please explain:

Will you have alcohol at your event? Yes No If YES, alcohol will be served from am/pm to am/pm
What type of alcohol (check all that apply): Beer Wine Champagne Distilled Spirits
How will you distribute the alcohol: Bar Set Up Table Set Up (Individual bottles on each table)
Will you be selling the alcohol or serving (free— no charge or fee for the alcoholic beverage) the alcohol? (Check only one): Selling Serving
Will your event be catered? Yes No
If YES, will the caterer be providing the alcohol? Yes No
If NO, will you be providing food at the event? Yes No
Will you be having music for your event? Yes No

Has this event or any other event hosted by the same applicant/organization ever been banned by the City of Glendale or another city: Yes No
If YES, Please explain:
Has law enforcement even been dispatched to this event or any other event hosted by the same applicant/organization: Yes No
If YES, please explain:

Note: Glendale Police Department may request a security plan based on the event description.

THIS IS AN ALCOHOL PERMIT REQUEST AND IT DOES NOT GUARANTEE OR CONFIRM APPROVAL. YOU WILL BE CONTACTED WITHIN THREE (3) BUSINESS DAYS REGARDING YOUR REQUEST. THANK YOU.

Print Name: Signature: Date:

- 1 The Applicant indicated on the Alcohol Permit Request Form must be at least 21 years of age. In addition, the Applicant must attend the event from beginning to end.
2 An ABC License will be required from the Department of Alcohol Beverage Control if: 1) the event is open to the public; 2) alcohol will be sold or there is an admission fee to the event; and/or 3) alcohol will be provided by a licensed caterer.
3 ALL Applicants/Organizations will be required to: 1) provide proof of insurance coverage or purchase insurance through the City; 2) sign an indemnity form; and (3) provide security personnel. Please contact the facility supervisor for more information.
4 An Amplified Sound Permit will be required.

STAFF: See "FOR OFFICE USE ONLY" Section on the Back of this Form

FOR OFFICE USE ONLY

DATE RECEIVED: _____ EVENT TITLE: _____ FACILITY REQUESTED: _____

DEPARTMENT REVIEW: APPROVED³: DENIED:

HOURS OF SERVING: _____ # OF SECURITY PERSONNEL REQUIRED: _____

ABC LICENSE REQUIRED: YES NO INSURANCE REQUIRED: YES NO

SPECIAL INSTRUCTIONS/CONDITIONS FOR EVENT: _____

STAFF NAME: _____ DATE: _____

RISK MANAGER REVIEW (Insurance Requirements): APPROVED DENIED

SPECIAL INSTRUCTIONS/CONDITIONS FOR EVENT: _____

STAFF NAME: _____ DATE: _____

GPD REVIEW (Special Events ONLY): APPROVED DENIED

SECURITY PLAN REQUIRED: YES NO

SPECIAL INSTRUCTIONS/CONDITIONS FOR EVENT: _____

STAFF NAME: _____ DATE: _____

- 1 The Applicant indicated on the Alcohol Permit Request Form must be at least 21 years of age. In addition, the Applicant must attend the event from beginning to end.
- 2 An ABC License will be required from the Department of Alcohol Beverage Control if: 1) the event is open to the public; 2) alcohol will be sold or there is an admission fee to the event; and/or 3) alcohol will be provided by a licensed caterer.
- 3 ALL Applicants/Organizations will be required to: 1) provide proof of insurance coverage or purchase insurance through the City; 2) sign an indemnity form; and (3) provide security personnel. Please contact the facility supervisor for more information.
- 4 An Amplified Sound Permit will be required.