



MEETING SPACE USE REQUEST FORM

LIBRARY ROOMS:

- Coast Community Branch (45 person capacity)
- Fort Bragg Branch (40 person capacity)
- Round Valley Branch (6 person capacity)
- Willits Branch (40 person capacity)
- Ukiah Branch (39 person capacity)

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State Zip Code

Phone: _____ Email: _____

Are you 18 years or older?: YES NO

Meeting Information

Date of Event: _____ Time Required: _____

Description of Event: _____

Approximate Number of People: _____

Organization Sponsor: _____

1. Event open to public? YES NO 2. Is attendance free? YES NO 3. Is event run by a for-profit individual or group? YES NO

If Applicable:

Date to Pick up Key: _____ Date to Return Key: _____

Person Picking up Key: _____

Alcohol to be served at Event: YES NO

If yes, must show proof of Alcoholic Beverage Control (ABC) License before event.

For no charge for a non-Library sponsored event, boxes 1 & 2 must be YES, and 3 must be NO.

Rental Fee: \$_____ (\$28/hour for private, commercial, or fundraising.)

I understand that publicity notices for non-library events must include the following disclaimer: "This program is neither sponsored by nor affiliated with the Mendocino County Library."

Disclaimer and Signature

I have read the terms of this agreement and agree to comply with the provisions and regulations pertaining to the Library buildings' use. It is understood that (1) the undersigned will see to it that the area is returned to the condition in which it was found and will be in accordance with the post event cleaning checklist provided with this application; (2) If this box is checked:

the undersigned is required to provide a certificate of insurance that shows a minimum coverage of \$1,000,000.00 liability (and liquor liability if dispensing liquor on premises) combined single limit for the time period above with such certificates naming the County as additionally insured; and (3) those using the building will obey all existing County codes and ordinances, and State and Federal Statutes.

Signature: _____ Date: _____

FOR COUNTY USE ONLY

APPROVED: Yes No

COUNTY SIGNATURE: _____ DATE: _____

Date Rental Fee Received:		Check No:		County Receipt No:	
Date Key Checked out if Applicable:					
Date Key Returned if Applicable:					

CLEANING CHECKLIST

- Leave floors as clean as possible.
- Wipe down chairs, tables, and counters.
- If used, clean or wipe down appliances wiped down..
- Leave bathrooms as clean as possible including picking up trash from the floor.
- Remove excess trash from building.
- Erase whiteboards and/or chalkboards.
- Take down any items placed on walls.
- Turn off lights.
- Close doors tightly and lock (please test door before leaving).
- Notify Library staff of departure (or return key in book drop).

Thank you!