



FACILITY RENTAL APPLICATION

Roseville Public Libraries

Applicant's Name: _____ **Date of Application:** _____

Rental Date(s) Requested: _____

Rental Time Requested (please allow for set up & clean-up): _____

Room(s) Requested (please check all that apply):

- Downtown Library, Community Room Maidu Library, Activity Room
 Riley Library, Reading Room 2 Riley Library, Reading Room 3

What is the name of your event:

Expected number attending event: _____

Name of Person(s) Responsible (only those listed on application can make changes to rental):

Business/Organization Name: _____

Address: _____

Primary phone: _____ **Secondary phone:** _____

E-mail Address: _____

Type of group: Resident Non-Profit (must attach copy of 501C3) Non-Resident
 Commercial

Describe the event (please list all activities you plan to engage in):

Please answer the following questions regarding your event:	Yes	No
Will event be open to the public?		
Will admission be charged?		
Will your event be a fundraiser?		
Will you be serving food?		
Will you be selling food?		
Will you be selling merchandise?		
Will you have vendors?		
Will your event be an educational/sales/other seminar?		
Will you have minors at your event?		
Will you need tables & chairs?		
Will you have entertainment at your event (i.e. DJ, Band)?		
If yes, what type of entertainment: _____ _____		
Will you need other equipment?		
If yes, please check all that apply: <input type="checkbox"/> Projector (Downtown Community Room and Maidu Activity Room only) <input type="checkbox"/> Outdoor Patio (Maidu only) \$20/day <input type="checkbox"/> Dry Erase Board (Downtown Community Room only)		

GENERAL INFORMATION

- Rental applications may be submitted online, faxed, emailed, or dropped off at any Roseville Public Library during open hours. Library hours are Monday through Wednesday from 10am – 7pm, Thursday and Saturday from 10am – 5pm. Inquiries may be made in person, by telephone or visit us on the web at www.roseville.ca.us/library/room_rentals.asp . For telephone inquiries, please call (916) 774-5221.
- Reservations are accepted on a first-come, first-served basis, up to one year in advance of the rental date.
- You may tour any Roseville Public Library during hours of operation, provided there are no events in progress.
- Rooms are available Monday through Wednesday 10am - 7pm, Thursday and Saturday 10am – 5pm.
- Rental times must include your set-up and take-down/clean-up time. Tear down/clean up is defined as removing any garbage and food remains.

[Type here]

Renter initial_____

- To secure your reservation, a \$50 security deposit is required.
- All rental fees are due at least 60 days before your rental date.
- Rental permits for groups of persons under the age of 21 will be issued only to adults who accept supervisory and liability responsibilities for the rental contract. A 10:1 ratio of youth to adult chaperones is required.
- Renter is required to check-in and check-out with Library staff.

INSURANCE & PERMITS

- If renter plans to have vendors at the event (i.e. DJ, Caterer, Businesses, etc.), Roseville Public Library staff must be notified prior to the event. Rental with vendors may require additional insurance.
- Renter is responsible for securing all required permits and must present copies of permits to Roseville Public Library staff at least 60 days prior to rental date.
- Any event that charges an admission fee or at which goods or services are sold must indicate that on their rental application form. Additional requirements will be required prior to rental.
- Insurance is required for rentals with food vendors

MUNICIPAL CODES & REGULATIONS

- Smoking is prohibited in all City of Roseville parks [Municipal Code Section 8.02.200 (B.2.)]. There is no smoking inside the park boundaries, including all buildings within the park.
- Fire code does not permit open flame devices except those needed for food preparation. NO smoke/fog machines are allowed. All renters and their guests are required to follow safety rules for public buildings. Occupants will be evacuated during a fire alarm. Renter will forfeit entire deposit if alarm was the result of rental party or any group hired by the renter.
- Roseville Public Library staff may, at anytime, instruct renter to turn music down or discontinue music due to violation of the noise permit rules and regulations. Please refer to City of Roseville Municipal Code, Section 9.24.130 regarding sound limits for events on public property.
- Decorations must be UL approved (flame retardant). The use of nails, tacks, scotch/duct tape or staples are not permitted. ONLY mounting or poster putty may be used and must be removed immediately after use. Decorations and/or any type of wire or cord may not be hung or draped on any light fixture inside/outside the facility. Candles must be completely enclosed in glass with the top of the container at least 2 inches above the flame.

FACILITY RULES & CONDITIONS

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Renter initial_____

- The renter and all attendees agree to the terms and conditions of the Roseville Public Library Customer Code of Conduct. Failure to follow the Customer Code of Conduct may result in violators being asked to leave.
- The person in charge of the event is required to check in before the event and check out with staff before leaving and must be available to Roseville Public Library staff for the duration of the event.
- Rice, birdseed, confetti, hay, straw, sand and glitter are not permitted.
- No red punch or red wine is allowed in any room with carpet.
- Renters are encouraged to use lids on coffee cups to avoid carpet stains which may result in withholding partial/full amount of security deposit.
- Parking availability is not guaranteed and may be limited.
- Storage is not available.
- Roseville Public Libraries are not responsible for lost or stolen items and will not be responsible for any items delivered before or left after an event.
- Sitting or standing on tables is not permitted. Renter will be fully responsible for any damaged tables/chairs.
- Roseville Public Library staff reserves the right to photograph events for promotional purposes.
- Subleasing is not allowed.

GUESTS

- Guests must remain in the room(s) rented. The main lobby, bathrooms and hallways should only be used as necessary. Excessive gathering in those areas may result in the loss of security deposit and/or cancellation of rental.
- Children are not allowed outside rented rooms without adult supervision.
- Renter is responsible for all guests' behavior. Violence, excessive drinking, loud behavior and unsupervised children are not permitted and will not be tolerated. Guests must adhere to all policies and procedures as outlined in rental contract and the Roseville Public Library Customer Code of Conduct.
- The City may cancel any event for violations of disturbing the peace laws.
- Renter assumes full responsibility for communication between them and attendees for events held. The City of Roseville or the Roseville Public Library should not be listed as a contact for your event.

SECURITY DEPOSIT

- A security deposit is required for all facility rentals. Security deposits are processed immediately upon receipt and will be returned two to four weeks after the event date if no damages or violations occur. Security deposits will not be returned if your event causes the need for any of the following:

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Renter initial_____

- Cleaning beyond the normal, daily Roseville Public Library maintenance
- Repairs or replacement due to structural or equipment damage
- Fire Department response due to false alarm or exceeding building capacity per the Fire Code
- Police Department response due to failure to follow all laws and ordinances, including, but not limited to, the City's sound ordinance and laws related to disturbing the peace

The security deposit will be used to pay for the additional fees. If fees exceed amount of the deposit, the renter will be required to pay the additional amount.

- Facility inspections are conducted by Roseville Public Library staff immediately following events to determine the condition of the facility (including assembly areas, restrooms and kitchen). Security deposits will be refunded if all the clean-up criteria are met, the rental time was not exceeded, and no damage has occurred.
- The City reserves the right to retain the entire security deposit if the applicant has knowingly made a false statement of material fact or has knowingly omitted to state a material fact in the rental application.

RENTAL FEES & CHANGES

- All rental fees are due at least 30 days prior to the scheduled event. Payments may be in the form of a check, cash or credit card.
- Rentals scheduled 14 days prior must be paid with cash or credit card.
- Failure to pay all fees in full at least 30 days prior to scheduled event will result in cancellation of event and retention of deposit.
- Renters who arrive earlier or stay later than the reserved time will be charged for the additional time. This fee will be charged in one hour increments.
- Fees are not refunded for reserved time not used.
- The City reserves the right to adjust fees at any time.
- Event time changes must be made two weeks prior to event.
- Event date changes will result in a \$50 service fee for each date change. Date changes must be made 30 days prior to event. No more than three date changes per event.
- A \$25 late fee will be assessed to all late payments/fees due.
- Only the person(s) listed as "responsible" on the application are authorized to submit rental changes. Changes must be approved by staff and additional fees may apply.
- Renter acknowledges the facility may be rendered unusable or otherwise unavailable due to circumstances beyond the City's control, including but not limited to flooding, fire, natural disaster, other acts of nature, criminal acts or acts of war or terrorism. In the event the facility should become unavailable due to any such circumstances, the City will refund all fees paid by renter.

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The City is not liable for consequential damages the renter may experience, including but not limited to lost profits, lost opportunity and any costs incurred in connection to the renter's event.

- In accordance with Chapter 9.25 of the Roseville Municipal Code, renter will be charged for all personnel, material and supply costs associated with Roseville Police or Fire response.

RENTAL CANCELLATIONS

- Cancellation of reservations are subject to the following conditions and fees:
 - 3 months (90 days) or more in advance of scheduled date = City will retain \$25 from rental deposit
 - 90 days or less of scheduled date, City will retain 100% of rental deposit
- All cancellations are required to be in writing by the person who signed the contract. Written cancellations can be faxed, mailed or hand delivered.
- Incomplete, inaccurate or false information listed on the rental contract may result in cancellation of the rental, and loss of security deposit and any fees paid
- The City reserves the right to cancel any event if the renter knowingly made a false statement of material fact or has knowingly omitted to state a material fact in the rental application.

EQUIPMENT

- Any unauthorized use of equipment belonging to Roseville Public Library will result in rental fees automatically being charged to your rental.

RENTER'S CLEANING RESPONSIBILITIES

- All tables must be cleared of all items (i.e. table linens, dishes, decorations, etc...)
- The facility should be relatively free of debris/spills. If excess trash, food or spills are left on the floor, the security deposit may be withheld to cover the clean up.
- All trash must be placed in receptacles provided. If trash will not fit in the receptacles, it must be taken out and placed in the trash dumpsters located behind the building. Roseville Public Library staff will provide additional trash liners if needed. Boxes must be broken down before being placed in the dumpster. All cardboard boxes must be placed in the dumpster labeled "Cardboard."
- Decorations must be taken down and removed from Roseville Public Library within the rental time.
- All clean-up supplies must be furnished by the caterer or renting party. Roseville Public Library will provide a broom and trash liners

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Renter initial_____

SIGNATURE PAGE

Failure to comply with all the City of Roseville's rental policies & procedures may result in loss of your deposit and/or your event being cancelled early or entirely.

- My signature below signifies that I have read and understand ALL the rental policies & rules outlined in the application.
- I agree to abide by all the conditions outlined in this application and any permit(s) issued associated with this application.
- I also agree to pay the City of Roseville all costs the City may incur as a result of any failure to fully comply with all these conditions.
- I understand that the City of Roseville (City) staff reserves the right to photograph and/or record facilities, activities and program participants for potential future use. I hereby grant permission to the City to use my or my participant's photograph and/or audio/video recording for any lawful purpose, including for example such purposes as print and online advertising. I understand that I will not be paid or receive anything related to the City's use of my/my participant's photograph and/or recording. I understand that all photographs and recordings will remain the property of the City and I acknowledge the City's right to alter or edit any photographs and/or recordings at its discretion. I agree to release the City from any and all legal claims I or a third party may have arising from the use of my/my participant's photograph and/or audio/video recording.
- I agree to indemnify and hold harmless the City of Roseville, its officers, agents, employees, and volunteers from and against any injury, damage, claims, actions or suits arising out of the rental or use of a Roseville Public Library meeting room(s), including those caused by the passive negligence of the parties being indemnified and/or any dangerous condition of property of the parties being indemnified, and I further agree to defend and indemnify the City of Roseville from and against any injury, damage, claims, actions or suits arising out of or connected with the rental or use.
- I declare under penalty of perjury under the laws of the State of California that the information I have provided in this rental application is true and correct to the best of my knowledge. I further acknowledge that the security deposit may be forfeited and/or my rental cancelled if this application contains any intentional misrepresentations.

Print Name _____

Signature: _____ Date: _____



Roseville Public Libraries
Phone (916) 774-5221
Fax (916) 773-5594
library@roseville.ca.us
www.roseville.ca.us/library

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Renter initial_____

**Downtown Public Library
Library**

225 Taylor Street
Roseville, CA 95678

Maidu Library

1530 Maidu Drive
Roseville, CA 95678

Martha Riley Community

1501 Pleasant Grove Boulevard
Roseville, CA 95747

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Renter initial_____