FACILITY RENTAL APPLICATION
Roseville Public Libraries

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

Rental Date(s) Requested: _____

Rental Time Requested **(please allow for your decorating & clean-up):** _____

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

☐Downtown Library, Community Room ☐Downtown Library, Small Meeting Room
☐Riley Library, Reading Room 2 ☐ Riley Library, Reading Room 3
☐Riley Library, Sun Room ☐ Maidu Library, Activity Room

Expected number attending event: _____

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

_____

Business/Organization Name: _____

Address: _____

Day/Business Phone: _____ **Cell Phone**:_____

Home Phone: _____ **Fax:** _____

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):**

_____

_____

_____

How did you hear about us: _____

What would you like to appear on the door sign:

_____

(i.e. Smith Birthday Party, Smith / Jones Wedding, Celebrating the life of John Smith)

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 your event have alcohol?		
Will you be selling alcohol?		
Will you be serving food?		
Will you be selling food?		
Will you be selling merchandise?		
Will you have vendors?		
Will you be using the kitchen (if renting the Reception Hall)?		
Will your event be an educational/sales/other seminar?		
Will you have minors at your event?		
Will you need tables & chairs?		
Will your event be catered?		
If yes, please list name & phone number of caterer: _____ _____ _____		
Will you have entertainment at your event (i.e. DJ, Band, Clown)?		
If yes, what type of entertainment:_____ _____ _____		
Will you need other equipment?		

If yes, please check all that apply:

- ☐ **Proxima/Projector** $150/day
- ☐ **PA System & Podium** $50/day
- ☐ **Dry Erase Board** $20/day
- ☐ **Game Cage (Riley only)** $25/hour
- ☐ **Laptop** $100/day
- ☐ **TV/VCR or TV/DVD** $50/day
- ☐ **Flip Chart (includes paper & markers)** $25/day
- ☐ **Outdoor Patio (Maidu only)** $20/day

GENERAL INFORMATION

- Rental applications may be submitted online, faxed or dropped off at any Roseville Public Library during open hours. Library hours are Monday - Thursday from 10 am – 7 pm and Friday – Saturday from 10 am – 5 pm. 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 Thursday 8 am - 7 pm, Friday 8 am – 5pm and Saturday 9am – 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.

- Set-up/tear-down of chairs and tables is available for an additional fee of $25.

- To secure your reservation, a 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

- An Insurance Waiver fee of 10% of total rental costs (not to exceed $50) will be applied to all rentals with the exception of events with alcohol and/or food vendors.

- 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 alcohol and/or 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

- 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.

ALCOHOL

- Renter accepts responsibility for the use of alcohol in the facility and agrees to prohibit use of alcohol by minors. Alcohol must be consumed only in the room(s) rented.

- Renters who plan to serve any type of alcohol at their event must have licensed and insured uniformed security guards at their event. If attendance is 150 or less, one security guard is required; if attendance is over 150, two guards are required. A copy of the contract with the security company must be provided to the Roseville Public Library staff 60 days before the event. Guards are required to be on site while alcohol is available for consumption.

- Renter is responsible for any guest who brings alcohol to their event (into the facility) without obtaining the proper insurance and security requirements for alcohol. Events may be cancelled immediately if alcohol is consumed without the proper insurance and security requirements in place.

- If renter plans to sell alcohol at their event, renter must provide all required permits from the Alcohol Beverage Control 60 days before the event. Additional insurance is also required for the sale of alcohol.

GUESTS

- Rentals with no alcohol and more than 220 people in attendance may be required to have one licensed and insured uniformed security guard at their event. A copy of the contract with the security company must be provided to Roseville Public Library staff at least 60 days before the event.
- 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.

CATERERS

- Approved Caterers - The City has a list of approved caterers who have insurance and permits on file. Please ask staff for the Approved Caterer List.

- Non-Approved Caterers **-** Renters have the option of hiring caterers not included on the City's Approved Caterers list. The fee to hire a non-approved caterer is $199. Outside caterers must add the City as additionally insured to their policy and a copy must be provided to staff.

- Caterers must furnish all cooking and serving utensils.

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:
    - 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 60 days prior to the scheduled event. Payments may be in the form of a check, cash or credit card (MasterCard, Visa, or Discover).

- Failure to pay all fees in full at least 60 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.

- Fees are not refunded for reserved time not used.

- The City reserves the right to adjust fees at any time.

- If renter wishes to change event date(s), a $50 service fee will be assessed for each date change.

- 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 God, 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. 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.

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

- Rental equipment (microphones, TV/DVD, podiums, white boards, easels, projector, etc) is available (see fees listed on application or brochure) and must be checked in/out with staff. Equipment can not be rented without a room rental. All equipment must remain on the property. Rental items lost or stolen are the responsibility of the renter.

- The Game Cage inside the Martha Riley Library Community Library has two controllers per gaming system (including PlayStation 3, Wii and Xbox 360). Any additional controllers brought in must be verified by Library staff. The City is not responsible for damage or losses of outside controllers.

- No outside games or gaming systems can be brought in to the Game Cage

- 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 mop, broom and trash liners

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 reserves the right to photograph facilities, activities and participants for its own use.
- 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
www.roseville.ca.us/library

Downtown Public Library
225 Taylor Street
Roseville, CA 95678

Maidu Library
1530 Maidu Drive
Roseville, CA 95678

Martha Riley Community Library
1501 Pleasant Grove Boulevard
Roseville, CA 95747