

Oakhurst Library Community Room Rules and Regulations
Oakhurst Branch Library
49044 Civic Circle, Oakhurst, CA. 93644
(559) 683-4838

Purpose: The primary purpose of the Oakhurst Library Community Room is to provide facilities for library use, and library-related activities. The Library Community Room is available to educational, cultural, civic, social, political, religious, professional or other non-profit organizations. The needs of the library, the Friends of the Oakhurst Branch Library (FOBL), Mountain Area Literacy Council (MALCO) and any other library associated organization, will take precedence over any other scheduled community event. If your event needs to be cancelled, we will make every effort to reschedule your function in a timely manner. Library functions have the right to pre-empt scheduled meetings.

The library makes no endorsement, express or implied, of any non-library event or activity held in the library community room.

Limitations: The Oakhurst Library Community Room charges of \$25.00 for **profit groups**. All non-profit groups using the Oakhurst Library Community Room may only charge a fee or ask for donations that specifically follow their organization's guidelines. The library may permit presenter, at library-sponsored events to sell merchandise related to their programs that either reduce the cost of the program to the library or to raise funds for library sponsored groups. Likewise, a library-sponsored program may have a registration charge to defray or reduce the cost of the program to the library.

Applications: The Madera County libraries encourage fair usage of the Oakhurst Library Community Room by various community groups with diverse interests. A representative of the requesting group is required to fill out and sign an application form prior to the meeting date. One application for the same group will be good for up to six months. A copy of the completed form will be kept on file in the library. A group may have 10 calendared meetings reserved at any time. The branch manager will approve all applications.

Responsibilities: The person who signs the application, must be at least 21 years of age, and will be responsible for the orderly conduct of the group. In the event of any damage to library property and/or equipment, that individual will be liable.

Noncompliance with the aforementioned requirements of the Oakhurst Library Community Room could jeopardize future use. Those using the community room must adhere to the library's Policy for Public Behavior on Library Property.

The Oakhurst Library Community Rooms' capacity is 50 Per the Fire Marshall this number is not negotiable. All groups must have one person in attendance that is at least 21 years of age. ***Smoking and alcoholic beverages are prohibited.***

Cancellations: The library requires a 24 hours cancellation notification. No fees will be returned if this provision is not met. Groups or individuals who do not notify the library of a cancellation may lose future meeting room privileges. *The library reserves the right to cancel or reschedule at any time.*

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Refreshments: Refreshments may be served in the Oakhurst Library Community Room. Users will be billed for any cleaning costs or damages. Groups using the kitchen facilities must use their own supplies, i.e., utensils, dishes, coffee urns, table covers, etc.

Please Note: Red-colored drinks are prohibited in the library Community Room.

Set-Up and Clean-up: Tables and chairs are available for all groups. Groups are responsible for arranging the chairs, tables and other equipment to meet their own needs. Following room usage, groups must return the room to its original state. A movie screen, lap-top PC computer and a *Smart TV mounted screen are available for use. The baby-grand piano requires special approval. Please inquire at the circulation desk for more information on any of these items listed. Users are liable for any damage to equipment.

Publicity: Any publicity being released to the media for events occurring in the Oakhurst Library Community Room must have prior approval from the Library Branch Manager. Use of the Oakhurst Library Community Room by any organization should not be publicized in any way that implies sponsorship by the library.

Liability: The Madera County Library and Madera County Library Staff are not responsible for groups or individuals attending any meeting or program held in the library. Groups using the Oakhurst Library Community Room are financially responsible for any damage or injury arising from misuse of the Oakhurst Library Community Room. Groups agree to **hold harmless** the Oakhurst Branch Library, Library Staff, and Madera County for any claim, suit, judgment, cost, expense, or responsibility of any kind whatsoever arising from the use of the property, premises or facilities of the Oakhurst Library Community Room.

Community Room Key: A \$10.00 refundable deposit is required to check out a key. At the conclusion of your meeting we ask that you please fill out the front of the envelope with the number of attendees and return the Community Room key within 24 hours. Once the key is returned your \$10.00 deposit will be refunded.

Oakhurst Library Community Room Application Form

The application must be reviewed by the Oakhurst Library Branch Manager for availability and confirmation. Filling out this application does not guarantee the use of the Library Community Room.

Inclement Weather Policy: If the roads and highways are closed leading into Oakhurst, the Oakhurst Library will be closed and all scheduled meetings that day will be cancelled.

Name of Group or Agency: _____

Applicant Name: _____

Cell Number or Home Phone: _____

Mailing Address, City and Zip: _____

e-mail address: _____

Driver's License: _____ State: _____

Purpose of Meeting

Meeting Type

- Community Group
- Non-Profit Organization
- For Profit (Business) Organization
- Private
- One time or irregularly scheduled meeting
- Monthly for up to 6 months (Please note any months you will not be meeting)
- Other (Please explain below)

Jan Feb Mar Apr May June July Aug Sept Oct Nov Dec

Today's Date _____ Dates Requested _____

Start and End Time _____ Estimated Number of Attendees _____

Approximate # of chairs needed _____ Approximate # of Tables needed _____

- Laptop Computer
- Screen
- Sound System
- Smart TV (wall unit)

Over

Oakhurst Library Community Room Application Form

Important!

Please read and mark "Yes" to verify that applicant understands the terms of Oakhurst Library Community Room Rules and Regulations. By submitting the application, the group or organization agrees to abide by the Oakhurst Library Community Room Policy of the Madera County Library. This form certifies that this group will be responsible for any damage sustained to the Library premises, furniture and equipment. Your group will also be responsible for any additional custodial services. Applicant hereby waives all claims and recourse against Madera County Library, its agents and employees. Applicant shall agree to hold harmless, the Oakhurst Library, its agents and employees against any and all claims, damages, injuries or other losses arising out of the use of the Community Room. By checking the appropriate box below and applicant agrees to these terms.

- 'YES" I have read and agree to the terms for use of the Oakhurst Library Community Room Policies.
- I understand that each time I use the Community Room I must return the key to the library within 24 hours.
- I understand that my \$10.00 key deposit will be returned when the Community Room key is returned.

Signature of Applicant _____ Date _____

Witness/Library Staff _____ Date _____