



# Lincoln Public Library Room Rental Application

Organization and Contact Information		
Organization		
Is the organization a "Tax Exempt, 501c3 non-profit" organization? <i>If YES, please attach proof or organization's non-profit status.</i>	Yes / No	
Contact Name		
Street Address		
City, State, ZIP Code		
Day Phone		
E-Mail Address		
Additional Contact Person		Phone #:

Event Information		
<i>Rooms are typically booked up to three months in advance. Regular use beyond three months cannot be guaranteed.</i>		
Type of Event		
Requested Date(s)		
Requested Time	Start:	End:
Estimated Attendance		
If requesting a reoccurring (weekly or monthly) room rental, please describe the requested schedule. <i>(I.E: "every Friday"; "3<sup>rd</sup> Saturday of each month)</i>		
Notes:		

Requested Room (please check)	
	<b>Fir Room</b> : 16 people, A/V presentation equipment
	<b>Technology Center</b> : 30 people, 15 computers, A/V presentation equipment
	<b>Willow Community Room</b> : 80 people, sink, A/V presentation equipment

## Reservations

Please contact the Lincoln Public Library to check the availability of our facilities. Reserving Library facilities is on a first come, first served basis. Reservations are considered “tentative” once the Room Rental Application is submitted. Once a supervisor confirms and approves the tentative reservation, the Renter must submit the full payment of rental fees and the damage/cleaning deposit within **14 days** of staff confirmation of the dates or **7 days before the event itself**, whichever is sooner. Otherwise, the dates may be released to other renters. The certificate of insurance must be received at least **7 days before** of the event or the event will be cancelled. Facility rental applications submitted less than 7 days in advance are approved at the discretion of staff.

Renters, including caterers, bands, delivery of rental equipment, etc. will not be permitted access to the facility prior to the scheduled rental period. **It is the Renter’s responsibility to arrange letting caterers and other vendors into the facility.** Please keep this in mind when requesting entry/exit time to the facility.

The Renter acknowledges the remote possibility that the facility, or portions of 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 terrorism. In the event that the entire facility should become unavailable due to any such circumstances beyond the City’s control, the City shall refund any and all fees received from the Renter. Should only a portion of the facility be rendered unusable, only a portion of the rental fee will be refunded. However, the City shall not be liable for the Renter’s consequential damages, including but not limited to other costs incurred in connection with the Renter’s planned event, substitute performance, lost profits, and/or lost opportunity.

Parking availability is not guaranteed and may be limited due to Library or Twelve Bridges High School events.

## Responsibility of Renter and Acceptable Use

The Room Rental Application must be signed by a person who is at least eighteen (18) years of age. The person and/or the organization signing the rental application, on whose behalf the rental is being made, is responsible for compliance with all conditions of use for the facility including compliance by guests of the Renter. Renter is also responsible for all guest’s behavior. Rental groups composed of persons under the age of 21 will be issued only to adults who accept supervisory and liability responsibilities throughout the period covered by the rental contract.

The following are behaviors are unacceptable and may result in the forfeiture of the security deposit, the cancellation of the event, and loss of future rental privileges:

- Behaviors that pose a risk to self or others
- Damage to Library furniture or materials, including movement of the A/V podiums
- Consumption of alcohol
- Smoking (per City Ordinance 12.20.190).
- Accessing the room outside rented hours
- Use of open flames

**Under no circumstances shall the applicant/renter and/or organization sublease or allow any organization or individual to use the facility during the time and date for which they have contracted.**

**Initials \_\_\_\_\_**

## Alcohol

It is not permissible to serve alcohol in the Library.

**It is the Renter’s responsibility to ensure alcohol is not served or consumed at the Library.**

**Initials \_\_\_\_\_**

## Advertising

In general, the Library does not advertise third-party events through any of its official channels. Room renters may advertise their event on the community boards in the Library lobby, but not in other places within the Library. Advertising may not state or purposefully imply that the event is sponsored, endorsed, or otherwise provided by the Lincoln Public Library. When in doubt, we recommend adding the statement, “This is a community event that is not sponsored, endorsed, or provided by the Lincoln Public Library.”

**Initials \_\_\_\_\_**

## Insurance Guidelines

**Insurance is mandatory when renting/using a City of Lincoln facility, including Library rooms.**

The minimum requirement for insurance is a \$1 million general liability. This certificate also needs to name the “City of Lincoln, 600 Sixth Street, Lincoln, CA 95648” as an additional insured. There may be exceptions to this minimum and you may be asked to increase the level of insurance if the event warrants it. Please note that a homeowner’s policy is not considered to be adequate insurance coverage, although your insurance provider may be able to sell you a special one-day rider. Contact your insurance provider for information and suggestions.

Visit [www.eventinsure.com](http://www.eventinsure.com) for one-day insurance quotes and purchases.

**The Renter, as listed on the Facility Rental Application, must be named on the certificate of insurance.**

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## Rental Time

**Fir Room and Technology Center** – These rooms are available during scheduled Library open hours. Closure of the Library for unforeseen circumstances may affect rentals of these rooms. Rental time is based on room availability and the needs of the Renter.

**Willow Community Room** – This room is available from 8 AM to 12 AM, Monday – Sunday. Rental time is based on room availability and the needs of the Renter.

Rental time ends at the time listed on the Room Rental Application.

**Please note:**

- Renters who arrive earlier than their scheduled reservation time or exit the facility later than their scheduled reservation time will be charged for the additional time. Repeat violations may result in the loss of room rental privileges.
- Rental fees will not be refunded for reserved time not used.
- **The City reserves the right to adjust the fees as necessary at any time.**

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## Storage

Without advance arrangement, no storage is available before or after an event. This includes rented tables, linens, decorations, and other equipment. Renters may not enter a facility after the conclusion of the rental to retrieve any items left behind. Renter is required to remove their belongings and any items rented from third parties from the facility by the end of the rental time. Items may not be left at the facility nor retrieved the next day.

For Renters with reoccurring rentals of the Willow Community Room and at least three months of positive facility use, limited storage may be available for an additional fee. This storage is contracted separately.

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## Fees

At the time of reservation, a rental fee and a damage/cleaning deposit in accordance with the current fee schedule (see below) are due and payable along with the completed rental agreement. The City must be in receipt of the balance of the fees before the facility is considered rented. All checks are to be made out to “The City of Lincoln”.

A damage/cleaning deposit is required for all events. This deposit is refundable after the event provided there is no damage to the facility and excessive cleaning is not needed. This deposit must be issued as a check and separate from the rental fee.

Non-profit groups must be able to show proof of non-profit status. Resident groups must have an address within the City of Lincoln.

	Non-Profit	Resident Groups	Non-Resident Groups
Fir Room	\$17/hour	\$23/hour	\$28/hour
Technology Center	\$78/hour	\$104/hour	\$130/hour
Willow Room	\$34/hour	\$45/hour	\$68/hour

Damage/cleaning deposit fee for all rooms: \$250

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## Refund Policy

Any person or agency holding a reservation for the use of City facilities and desiring to cancel such reservation shall be subject to the withholding of a portion of or the entire rental fee for the facility.

Cancellations of confirmed reservations will be subject to the following conditions and fees:

- All cancellations are required to be submitted in writing by the person named on the contract.
- Cancellation dates are determined by when Library staff receives the written cancellation.
- With **more than 48 hours notice of the scheduled date**, the City will refund 100% of both the rental fee and the damage/cleaning deposit on file.
- With **less than 48 hours notice**, the City will retain 100% of the total rental fees and return 100% of the damage/cleaning deposit on file.
- Rental fees and deposits for cancelled events may be rolled forward to a future reservation no more than 60 days in the future.

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## Damage and Cleaning Deposits

Renters are required to pay a damage/cleaning deposit when renting a City of Lincoln facility. The deposit is returned as long as the facility is left undamaged and excessive cleaning is not needed.

The Renter is responsible for any and all damage to the facility and/or its contents caused during use. In the event that damage does occur or excessive cleaning is necessary, the Renter understands that they will be charged for any and all janitorial and/or replacement fees incurred by the City as a result. The facility must be left in an orderly condition.

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## Keys

Keys are only provided for Willow Room rentals that begin outside the Library's open hours. Staff will open all rooms for rentals that begin during Library open hours.

The key can be picked up by someone other than the Renter. This person will have to sign a form stating that they are taking full responsibility for the key.

The key may be picked up from the Library front desk no more than 2 open days before the scheduled event. The key may be returned to the front desk or placed in the exterior Library book drop after the event. It is not permissible for the facility key to be mailed either to the renter or back to the Library. The Renter assumes all liability and responsibility of the facility once the key is picked up. The City and its contractual staff are not responsible for any items, equipment, belongings, etc. from the Renters in the facility.

The Renter is responsible for any lost keys and any costs that the City of Lincoln will incur to rekey the facility that the lost keys were intended for.

The Renter understands that failure to pick up the facility key according to these procedures may result in cancellation of the scheduled rental. City staff will not return to the Library to unlock the facility after regular business hours.

**The Renter also acknowledges that entry into the facility outside of the contracted time will result in an additional rental fee.**

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## Set up and Clean up

Set up and clean up services are not provided by the Lincoln Public Library, and are the responsibility of the Renter. Set up and clean up must be completed during the scheduled rental period.

Clean up includes the removal of all decorations, tape, and Renter belongings, and the return of library furniture to its original configuration. All trash must be placed in the garbage can(s).

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## Tables, Chairs and Equipment

Tables and chairs are included in the rental price of the rooms. These include:

- Fir Room: 7 tables, 24 chairs, whiteboard, A/V presentation equipment
- Technology Center: 35 chairs, 15 computers, A/V presentation equipment
- Willow Room: 80 chairs, 17 tables, A/V presentation equipment, microphone

Chairs and tables are not allowed to be taken outside of the facilities for any reason.

Sitting or standing on tables is not permitted and standing on chairs is not permitted. These actions could result in serious injury if the table or chair collapses. The Renter will be fully responsible for any damage caused by their guests or vendors who inappropriately use tables, chairs and other city equipment. Leaning back in the chairs or standing on the chairs may cause damage to the chairs and renter will be fully responsible for any damaged chairs.

Property belonging to the City shall not be removed, relocated or loaned out to anyone.

Use of the computers in the Technology Center is subject to the Library's Public Internet and Computer Use Policy. The Fir Room, Technology Center, and Willow Room feature A/V presentation equipment with a DVD player and male HDMI connection. The Renter is responsible for providing a laptop and any needed adaptors to use the presentation equipment.

**The A/V equipment, including the podium the equipment is housed in, may not be moved in any room. Movement of the podiums or equipment may break the A/V set-up, and the Renter will be invoiced for any repair costs exceeding the cleaning and damage deposit on file.**

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## Kitchen Facility

The Willow Room has a refrigerator, freezer, sink, and counter space. All food items must be removed from the Willow Room, including from the refrigerator and freezer, at the conclusion of the rental period.

**Cooking and serving utensils and kitchen supplies are not provided and it is up to the Renter to secure such items.** This includes, but is not limited to, coffee urns, server trays, ice chests, water coolers, pots and pans, utensils, etc.

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## Decorating Guidelines

All decorations must be fireproof/fire retardant. Exits must remain clear at all times.

Renters must remove all decorations and tape from tables, walls, windows, wood work and fixtures prior to leaving the building. Renters are subject to a charge for decorations that have not been removed from the facility within the time frame stated in this contract. There will be no decorating of facilities prior to the time the facility is scheduled to be rented unless the Renter also pays rental fees and insurance for the time of decorating.

### APPROVED decoration items:

- Paper decorations, provided they are adhered with tape only to tables, trim, and allowable fixtures.
- Balloons. Helium balloons must be weighted down and all balloons must be popped and discarded prior to Renter leaving the facility. If the City must troubleshoot or conduct special maintenance (i.e. balloons on ceilings, strings caught in ceiling fan motor, etc.), the entire damage/cleaning deposit will be forfeited and additional charges may be assessed.

### NOT APPROVED decoration items:

- Tacks, nails, staples, or tape on the walls
- Candles or other open flames
- Any device used to hang decorations that would leave a hole.
- No decorations shall be placed on or hung from ceilings, fans, or light fixtures.
- No glitter, rice, or birdseed are permitted inside or outside the facility.

### Things to consider:

- All Library signs and wall hangings must remain on the walls at all times; under no circumstances can they be taken down for your event. These wall hangings include but are not limited to: clock, flags, no smoking signs, maximum occupancy signs, posters, and art installations.
- When colored crepe paper (i.e. streamers and confetti) gets wet it can stain surfaces it sits on. If crepe paper from your event damages any items belonging to the City, you will be charged the cost of replacing or fixing the item.

Using any decoration item that is not permitted may result in a fine and if the item causes damage to the facility, you will be responsible for the cost of replacing or fixing that damage.

Initials \_\_\_\_\_

## Violation of Policy

The City of Lincoln or any designated person reserves the right to end any event early if policies are violated. A violation of these policies may result in a withholding from the damage/cleaning deposit on file and may result in denial of future use of City facilities.

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## Indemnification

Any organization or individual/applicant reporting false information or failing to abide by the rules and regulations pertaining to use will be refused further use of City facilities and shall forfeit a portion of or all of the rental fee and/or the damage/cleaning deposit. If damage exceeds the deposit fee the Applicant shall be responsible for all costs and will be billed by the City for any costs incurred.

The Applicant agrees to indemnify, defend and hold harmless the City of Lincoln, its agents, officers, and employees, and each of them, from any and all losses, costs, expenses, claims, liabilities, actions or damages including liability for injuries to any person or persons or damage to property or third persons ("claims") arising out of or any way connected with the Applicant's rental and use of the City's facilities, except to the extent said claims are due to the sole negligence or willful misconduct of the City.

All conditions contained herein shall also apply to all groups, clubs, service organizations, including those receiving a waiver of fees, and any and all individuals.

Initials \_\_\_\_\_

## COVID-19 and Pandemic Response

The Renter agrees to adhere to all state & county guidelines and protocols as published by the California Department of Public Health and the Placer County Department of Health & Human Services related to COVID-19 or any other declared pandemic. Furthermore, the City reserves the right to cancel a reservation or suspend facility use at any time as conditions related to COVID-19 or other pandemic circumstances develop and change.

Initials \_\_\_\_\_

### Agreement and Signature

I, the undersigned representative, have read, understand, and will fully abide by the rules and regulations with reference to this application. The information contained herein is complete and accurate.

Name (printed):

Signature:

Date:

Submit your completed application to:

Lincoln Public Library  
Room Rentals  
485 Twelve Bridges Drive, Lincoln CA 95648  
Phone: (916) 434-2409  
[libraryroomrentals@lincolnca.gov](mailto:libraryroomrentals@lincolnca.gov)

### Contact Numbers

In case of any life or death emergency, please call 9-1-1.

City of Lincoln Public Services staff can be contacted for repairs or damages to the facility that need *immediate* attention. These are problems that will have an adverse effect on your event and need to be handled immediately.

During Library open hours, please contact the Front Desk.

During business hours Monday-Friday, 8am-5pm, if the Library is closed, please contact Public Services at (916) 434-2450.

During non-business hours (including weekends, if the Library is closed), please contact the Police Department at (916) 645-4040. An on-call Public Services employee will be notified and sent out to address the problem.

If the problem does not have an adverse effect on your event, please report the issue to the Library at (916) 434-2409 the following business day.

**STAFF USE ONLY**

Date received: \_\_\_\_\_ Rental Amount: \_\_\_\_\_

Paid in full (Payment information: \_\_\_\_\_)



Security deposit received

Insurance received



# WILLOW ROOM FLOOR PLAN

Please return room to this configuration after your event.  
Failure to do so may result in additional fees.

## DOORS

-  Room exits
-  Storage Closets - do not block

## CHAIRS


-  Stack of 8 chairs WITHOUT arms
-  Stack of 8 chairs WITH arms

Please do not mix chair types

## TABLES

-  Folded table
-  Flat table

## SPECIAL EQUIPMENT

-  A/V System Control Podium. DO NOT MOVE the podium. Doing so breaks the system and may result in fees

