



# Facilities Use Application

Monterey Park Bruggemeyer Library  
318 S. Ramona Ave., Monterey Park, CA 91754  
626-307-1333 | www.montereypark.ca.gov/library



Complete the following application for use of the Library Friends Room. Application form must be filed at least **7 days prior to proposed use**. Filing of this application **does not** guarantee that facility use will be granted. All questions must be answered fully and application must be signed and dated or application is void.

### Organization Information

Name of Organization	
Street Address	
City, State, Zip Code	
Tax ID No.	

### Representative Information

Name/Title of Representative	
Street Address	
City, State, Zip Code	
Contact Phone	
Email Address	

### Purpose for which facility will be used (need to provide complete activity information)

### Requested Date of Use:

**\*From:**                      AM/PM                      **\*To:**                      AM/PM

### Total Expected Attendance:

**(Max. capacity is 100)**

*\*Must be within library hours of operation. Please allow time for set-up and clean-up. Set-up may not occur before the library opens, and clean-up must be completed and the room vacated 30 minutes before the library closes.*

### Equipment Requested

# of Chairs:                      # of Tables:

Podium  Microphone  Projector

Required Liability Insurance Provided

Minimum Security Hold Deposit: \$300.00 (refundable if all rules and regulations are followed and premises have been left in the same condition as originally found)

**Organization/Individual Status:**

Non-Profit Adult (based outside of town)	Fee: \$63.00 per hour	x _____ hours	= \$ _____
Non-Profit Adult (based in town)	Fee: \$31.50 per hour	x _____ hours	= \$ _____
Non-Profit Youth	Fee: \$12.60 per hour	x _____ hours	= \$ _____

*Time must be booked by hour increments (no fractions of time) and there are no refunds for unused time.*

*I hereby certify that I, the undersigned, am authorized to act on behalf of the above-named organization or group, that I have read and understand the rules and regulations governing the use of the Monterey Park Bruggemeyer Library Meeting Rooms and that the above-named organization/group will abide by those rules and regulations. I further certify that the above-named organization/group and its officers and members agree to hold the City of Monterey Park, its officers, employees, agents and Commissions free and harmless from any obligation, debt, claim or responsibility in connection with said use of the library's facility and for said program/event.*

\_\_\_\_\_  
Signature of Representative

\_\_\_\_\_  
Date

**For Office Use:**      Approved: \_\_\_ Yes \_\_\_ No      Date: \_\_\_\_\_

Room is Available: \_\_\_ (Initial) Final total fee: \_\_\_\_\_

Required Liability Insurance Provided     

Security Deposit Refunded: \_\_\_ Yes \_\_\_ No      Reason: \_\_\_\_\_

\_\_\_\_\_  
Signature of City Librarian or Designated Representative