

Carlsbad Public Library Annex Reservation Form

September 2016 - May 2017

Reservations for the use of the Carlsbad Public Library Annex are made on a first-come, first-served basis. A signed reservation agreement must be completed to hold a reservation. **No group may have access to the Annex without a signed reservation form on file.** In the event of a cancellation, please contact the library as soon as possible. Failure to report cancellations may result in loss of meeting room privileges.

The Annex **is not** available for private gatherings or for any type of commercial, corporate or for-profit activities. No fees or payments may be collected by groups or individuals while using the Annex. No fee is charged for the use of the Annex. Seating is available for approximately **70** people. The Fire Marshall has set the maximum capacity for the Annex at **106** people. **Do not prop open outside doors, as this interferes with the automatic climate control.**

On the day of the meeting, the event organizer should plan to arrive early and **must go to the Information Desk** to gain access to the room. Group members must enter the Annex through the outdoor entrance under the east portico (beneath the mural). Children attending meetings should remain with their parents for personal safety. Organizations should be prepared to do their own set up. **Special set ups are not guaranteed. No sound system or projection machine** is available at this time.

Light snacks may be served. Please request access to the kitchenette if needed. No smoking is allowed inside the building or in the Halagueño Art Park. After the event, the tables and kitchenette must be cleaned and all trash placed in the waste containers. If meeting continues past Library closing, the person signing this agreement will be responsible for locking the building. Please make sure lights are turned off and the doors securely closed.

In the event of damage, theft, or spills during meeting, all clean-up, repair and replacement costs will be billed to the person who signs this agreement. After hours Library contact: Dennis Contreras 575-312-2907.

Name of group: _____

Purpose of meeting: _____

Contact Name: _____

Address: _____

Phone: _____

Date(s) needed: _____ Times needed: _____ am/pm -- _____ am/pm

If your group will be holding additional meetings, please schedule as soon as possible. Recurring monthly meetings may be set up in advance. Recurring weekly meetings are not available at this time.

Recurring meeting schedule: _____

I have read, understand, and agree to comply with the above policies. I accept financial responsibility for theft, damage or spills which may occur during my group's use of the Library Annex.

Signature

Date

