

# Berkeley Public Library

## Application for Use of Meeting Room

Meeting Date Requested:	Time Requested: _____ to _____	Attendance Expected:
Meeting Rooms (and capacity)		
At the Central Library: <input type="checkbox"/> Central (110)		
At the branches: <input type="checkbox"/> Claremont (34) <input type="checkbox"/> South (53) <input type="checkbox"/> West (43)		
Describe class or event to be offered and intended audience:		

### Information On Requesting Organization

Name Of Group		Non-profit: <input type="checkbox"/> Yes <input type="checkbox"/> No	
		Government: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Primary Contact Person:		Position In Group:	
Authorized Person:		Position in Group:	
Address, City, State & Zip Code:			
Day Phone:	Evening Phone:	FAX:	E-mail:

### Conditions for Use:

- \_\_\_\_\_ (Name of group or organization):
- A. Shall indemnify and save harmless the Library from and against any and all loss, damage, injury, liability, and claim thereof for injury to or death of a person, including employees of the \_\_\_\_\_ (group/organization) activities including, but not limited to use of the City's facilities or equipment, regardless of the negligence of and regardless of whether liability without fault is imposed or sought to be imposed on, Library, except to the extent of such indemnity is void or otherwise unenforceable under applicable law in effect of validly retroactive to the to the date of this agreement and except where such loss, damage, injury, liability or claim is the result of active negligence or willful misconduct of Library and/or is not contributed to by any act of, or by any omission to perform some duty imposed by law or contract on \_\_\_\_\_ (group/organization), its agents or employees.
  - B. Shall indemnify and hold Library harmless from all loss and liability, including attorney's fees, court costs, litigation expenses and all other liabilities incurred in and about any such claim investigation or defense thereof, which may be entered, incurred or assessed as a result of the foregoing.
  - C. Will be responsible for any damages, including replacement costs and staff time, sustained by the meeting room, its furnishings or equipment through its occupancy or use.
  - D. Does not discriminate in membership, or in service provision, on the basis of race, creed, color, religion, political affiliation, gender, sexual orientation, national origin, or disability, or in employment on a basis prohibited by California law.

**I certify I have read the Meeting Room Policy, Waiver of Liability, and Conditions of Use and agree to all provisions of the above.**

Primary Contact Signature	Date	Authorized Contact Signature	Date

**For Library Use:**     Approved     Disapproved     Meeting Room Not Available

Library Representative's Name	Date
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**Please complete the application and return it to the library facility in which you are requesting meeting space.** Please complete a form for each meeting time. The addresses for the Central Library and the branches are listed below.

## Locations of Meeting Rooms

Central Library, 2090 Kittredge Street, Berkeley, CA 94704

(cross street: Shattuck Avenue)

Contact: Administration

Telephone: 981-6119

There is one large meeting room that will accommodate 110 people.

Claremont Branch, 2940 Benvenue Avenue, Berkeley, CA 94705

(cross street: Ashby Avenue)

Contact: Karen Joseph-Smith

Telephone: 981-6280

Will accommodate 34 people.

South Branch, 1901 Russell Street, Berkeley, CA 94703

(cross street: M. L. King. Jr. Way)

Contact: Jeri Ewart

Telephone: 981-6260

Will accommodate 53 people.

West Branch, 1125 University Avenue, Berkeley, CA 94702

(cross street: San Pablo Avenue)

Contact: Staff

Telephone: 981-6270

Will accommodate 43 people.