HH#: _____

RESV #: _____

CITY OF ARCATA
RESERVATION FORM
LIBRARY CONFERENCE ROOM

GROUPS REQUESTING USE OF THE LIBRARY CONFERENCE ROOM MUST COMPLETE AND SUBMIT THIS RESERVATION FORM WITH PAYMENT PRIOR TO BEING ISSUED A KEY.
PRIVATE PARTIES OR REVENUE GENERATING ACTIVITIES ARE PROHIBITED.

Date of use: _____

Time of use: (Include set-up & clean-up) _____

Type of use: _____

Number of People Attending: _____

Group/Organization Name: _____

Group/Organization Address: _____

Group/Organization Non-Profit I.D. #_____

Group/Organization Phone: _____ Fax: _____

Group/Organization e-mail _____

Representative Name: _____

Representative's Phone _____

Names of Other Representatives that will be present at meetings and responsible for signing out and returning the Library Conference Room key to City Hall:

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

⇨ _____ _____

Signature of Representative **Date**

OFFICE USE ONLY

Insurance Certificate Submitted: YES ☐ Rules signed: YES ☐ NO ☐

Key #(s):_____ Amount Due / Date: _____

Key-Out Date: _____ Amount Paid / Date: _____

Key-In Date: _____ Receipt #(s): _____

CITY OF ARCATA - LIBRARY CONFERENCE ROOM

RULES AND REGULATIONS

SCHEDULE PRIORITIES: Regularly scheduled groups have priority to available space. Reservations should be made as early as possible to avoid schedule conflicts. At least 48 hours notice of cancellation is requested.

FEES: $30.00 / hour
$15.00 / hour for Non-profit groups Non-profit I.D. # must be provided

MAXIMUM CAPACITY: 33 PEOPLE

FEATURES:

- White Board (you must provide dry erase markers)
- Individual Thermostat Control to Heating System (see instructions below)
- Sink, soap and paper towels (you provide coffee-maker, dishes, cups, silverware, etc.)
- Access to public restrooms

FURNITURE:

2 Rectangular 8' x 36" Folding Tables 30 Folding chairs
2 Half-Round Tables 1 Easel (stored in the top closet on north side of sink)

HEATING SYSTEM: To activate the furnace, the timer (located on the south wall by the sink) must be set to the number of minutes the room will be used. The timer must be reset to continue the furnace operation after 60 minutes. The thermostat should be set at 68 degrees for the comfort of users.

PHONE: A wall phone is located in the Conference Room. The number is (707) 825-2197. It is for local calls only. You must dial "9" to get an outside line. Local calls may be made anytime. Incoming calls cannot be received unless the library is open. If you wish to receive incoming calls, please give the party who will be phoning, the extension number.

KEY: The key opens the outside door of the Library Conference Room and the door to the hall where the public restrooms are located. It does not give access to anything else. *The key is to be checked out each time the room is used and picked up from the Recreation Division office between 9 a.m. and 5 p.m. The key must be returned within one working day after use.*

- ***User is responsible for cleaning up and putting the room back in order.***
- ***User is responsible for lost and/or damaged city property occurring during use.***
- ***The City is not responsible for personal items left behind or personal items damaged while using the room.***
- ***Private parties or revenue generating activities are prohibited.***

INSURANCE REQUIREMENTS: **REGULATIONS PERTAINING TO INSURANCE, INDEMNIFICATION**

1. Each permit shall expressly provide that the permittee agrees to defend, protect, indemnify and hold the City, its officers, officials,
employees, agents and volunteers free and harmless from and against any and all claims, damages, expenses, loss or liability of any kind or nature whatsoever arising out of, or resulting from, the alleged acts or omissions of permittee, its officers, agents, employees or volunteers in connection with the permitted event or activity; and the permit shall expressly provide that the permittee shall, at the permittee's own cost, risk and expense, defend any and all claims or legal actions that may be commenced or filed against the City, its officers, officials, employees, agents and/or volunteers, and that permittee shall pay any settlement entered into and shall satisfy any judgment that may be rendered against the City, its officers, officials, employees, agents or volunteers as a result of the alleged acts or omissions of permittee or permittee's officers, agents, employees or volunteers in connection with the uses, events or activities under the permit.

2. Except as otherwise prohibited by law or in the event an exemption is obtained from the City Manager as set out below, the permittee shall, as a condition precedent to the effectiveness of the permit, procure and maintain in full force and effect during the term of the permit a policy of insurance from an insurance company meeting the requirements of the City's insurance pool and authorized to do business in the state as follows:

INSURANCE REQUIREMENTS, CONTINUED:

A. A Certificate of Insurance of $2,000,000 liability coverage. (**General Aggregate** & **Each Occurrence**)
B. An Endorsement naming the "**City of Arcata, its officers, officials, employees, agents and volunteers**" as additional insured.
C. The endorsement must also provide a statement that the insurance will be **primary** and that the insurance will not be cancelled without prior written notice given to the City of Arcata.
D. Each certificate shall contain a 30-day cancellation notice to the City of Arcata.
E. Users proposing to sell or serve alcohol beverages at events open to the public must also submit a Certificate of Public Liability and Host Liquor Liability in the amount of $2,000,000 naming the City as additional insured with a 30-day cancellation notice.
F. Users unable to secure the coverage specified above may be able to do so through a third party, city administered insurance company.
G. If the applicant or sponsoring organization does not have an insurance carrier or if the insurance carrier cannot meet the City's insurance requirements, HUB International and/or Gales Creek offer "Special Event Insurance" to event holders which is designed specifically for municipalities.
H. Proof of insurance shall be submitted to the City prior to issuance of the permit.

3. If the City Manager reasonably determines that a particular use, event or activity does not present a substantial or significant public liability or property damage exposure for the City or its officers, council members, employees, agents and volunteers, the City Manager may give a exemption of the insurance requirements for a permit.

4. The insurance requirements for permits shall not be construed to apply to activities or events involving expressive activity which enjoy protection under the United States or California Constitutions unless there is a specific demonstrable history of personal injury or property damage claims being awarded against the applicant or the sponsoring organization attributable to the applicant's conduct of previous events in the City that are similar in nature to the proposed event. Applicants for permits to conduct activities or events involving expressive activity which enjoy protection under the United States or California Constitutions shall be required to either: (1) agree to indemnify, protect, defend and hold harmless the City, its officers, employees, agents and volunteers against all claims, damages, expenses, loss or liability of any kind or nature whatsoever arising out of or resulting from, the alleged acts or omissions of permittee, its officers, agents, employees or volunteers in connection with the permitted activity or event; or (2) agree to redesign or reschedule the permitted event to respond to specific risks, hazards and dangers to the public health and safety identified by the City Manager as being reasonably foreseeable consequences of the permitted activity or event; or (3) provide insurance coverage as set forth herein.

5. Any claim for an exemption or alternate treatment of the insurance requirement shall be made in writing at the same time as an application for a permit.

All laws and ordinances of the State of California and City of Arcata shall be observed during Library Conference Room use. Any agreement for use of City facilities may be revoked without previous notice when conflicting dates have resulted or when need for the property by the City has subsequently developed.

The undersigned agrees to defend, indemnify and hold harmless the City of Arcata, its employees, agents, volunteers and any other person, firm or corporation charged or chargeable with responsibility or liability, free and harmless from any and all claims, demands, damages, costs, expenses, loss of service, action and causes of action by any person or persons, for injuries to persons or loss or damages to property occasioned by or in connection with the use of the facilities, equipment or premises caused by any source whatsoever.

I have read the policies for Library Conference Room use. I understand that it is unlawful to conduct an activity in violation of the permit provisions and may cause this or future reservations to be canceled.

_____ _____
Signature of Applicant/Representative Date

_____
Name of Organization