

OAKLAND PUBLIC LIBRARY
Application for Use of Meeting Room



Date of Application

_____ hereby applies for permission to use
(name of group or organization)

the Meeting Room of the _____ Library on _____
(date/s)

from: _____ to: _____ for _____
(time needed) (number of people)

(purpose of meeting)

Information about your group:

Do you have 501(c)(3) non-profit status from the IRS? YES NO
(If yes, please provide documentation.)

Are you a City of Oakland department or other governmental agency? YES NO

Are you a community group from the immediate neighborhood of the library branch? YES NO

Are you a school-affiliated parent or youth group? YES NO

Will you charge admission or engage in fundraising at this event? YES NO

I hereby certify that we are authorized, on behalf of the members of the above group or organization, to be responsible for any damage sustained to the Library premises, furniture or equipment caused by our occupancy of the Meeting Room, or for any additional custodial services required if the room was not left in the condition in which it was found. I agree to be responsible for locking the Meeting Room before leaving. I certify that the above group or organization agrees to abide by the Meeting Room policy of the Oakland Public Library, including inserting a disclaimer on, and receiving approval for, any public notices (see policy #12) advertising a meeting or event. _____ [applicant's initials]

Fees are described on a separate Fee Schedule. Fees must be paid at the time application is submitted. Reservations will not be final until fee (if applicable) and application have been received and approved. Fees will be waived for use by other City departments, government agencies or affiliations, and certain non-profit groups.

Applicant hereby waives all claims and recourse against the City of Oakland including the right to contribution for loss or damage to persons or property arising from, growing out of, or in any way connected with or incident to this agreement, except claims arising from the concurrent or sole negligence of the City of Oakland, its officers, agents, and employees.

Applicant shall indemnify, hold harmless and defend the City of Oakland, its officers, agents and employees against any and all claims arising out of the use of the Meeting Room.

I certify that I am authorized to sign on behalf of the group or organization:

Name of Applicant

Signature of Applicant

Mailing Address

Approval required by one:

Home & Business Phone no.

Supervising Librarian
Administrative Librarian
Branch Manager