

**PERMIT TO USE CITY LIBRARY FACILITIES**

Mail to: PASADENA PUBLIC LIBRARY  
285 E. Walnut Street  
Pasadena, California 91101  
(626) 744-4041  
FAX (626) 585-8396

FACILITY \_\_\_\_\_ DATE RECEIVED \_\_\_\_\_

NAME OF GROUP/ORGANIZATION \_\_\_\_\_  
(no abbreviations)

PURPOSE OF GROUP/ORGANIZATION \_\_\_\_\_

SUBJECT OF ACTIVITY/EVENT \_\_\_\_\_  
(e.g. Bach Music Recital, Telemarketing Seminar, Parenting Workshop, etc.)

Please write event name as you wish it to be listed on the Library's public calendar:

\_\_\_\_\_

CHARGING ADMISSION TO EVENT? Yes \_\_\_ No \_\_\_ LIMITING ADMISSION TO MEMBERS? Yes \_\_\_ No \_\_\_

ESTIMATED ATTENDANCE \_\_\_\_\_ PERCENTAGE OF ATTENDEES  
WHO ARE PASADENA RESIDENTS \_\_\_\_\_

**APPLICANT/GROUP INFORMATION**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Website \_\_\_\_\_

Email \_\_\_\_\_

I understand that all events will be listed on the Library's  
public calendar \_\_\_\_\_  
(initial)

Do you want contact name and phone number also listed  
on the Library's public calendar: Yes \_\_\_ No \_\_\_

**Days, Dates, and Hours Requested - Include Time For Your Preparation And Clean-Up**

Days (Mon., etc)	Calendar Date(s)	Arrival Time	Event Begins	Event Ends	Departure Time	Total Hours
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

If requesting an ongoing reservation, include months and schedule and attach calendar or list of specific dates.  
(over)

1. City-authorized staff may enter and remain in a meeting room at any time in performance of duties.
2. Activities for minors must be supervised by responsible adults.
3. No person may be denied access to a meeting unless the permittee has paid the established fee for the exclusive use of the room.
4. Authorization for library facilities use is limited to the furniture and equipment assigned to that facility or room.
5. Smoking and Alcoholic beverages are prohibited in public facilities.
6. Group with over 100 in attendance are required to show proof of insurance.
7. Groups agree to restore area to original clean condition and agree to pay for any and all damages to library property while property is being used by applicant.
8. Groups are required to vacate their reserved facilities on or before the time specified on the permit.
9. Groups may not store supplies or equipment in library facility.
10. The Library reserves the right to preempt any event for a Library or City-sponsored event;
11. A fully completed and signed, **Permit To Use City Library Facilities**, must be submitted at least two weeks in advance of use and all fees paid.
12. Notice of cancellation must be given 3 months in advance for a Saturday or Sunday booking, or at least ten (10) working days in advance for all other bookings. Failure to do so may result in loss of meeting room privileges and/or forfeiture of fee.
13. Each group is responsible for its own publicity. Any printed publicity must include the statement "This program is not sponsored by the Pasadena Public Library." Publicity must not include the library telephone number.

**Applicant Certification**

I certify that the information on this permit is true and complete to the best of my knowledge and belief and that I have received and read the **Policies Governing Library Facilities** and will abide by them. I further understand that my signature below indicates my acceptance as the individual responsible for the above-indicated group/organization. To ensure that attendees observed the Policies Governing Library Facilities and the Library's Standards of Behavior, I hereby agree to be in attendance for the entire time this reservation is in effect. Failure to comply with this provision will result in loss of use of facility.

\_\_\_\_\_ Total Fees Due \_\_\_\_\_  
 Applicant Signature

**Donald R. Wright Auditorium Users Only:**

I understand that I must submit and adhere to an off-site parking plan. \_\_\_\_\_  
 Applicant Signature

**This permit grants no privileges until confirmed and returned to you.**

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<b>For Office Use Only</b>		
<b>Insurance:</b> _____	<b>Fees:</b>	<b>ID:</b>
<b>Off-Site Parking Plan:</b> _____	Rental Fee _____	Staff badge _____
<b>Policy:</b> _____	Staff Assistance Requested _____	Driver's License _____
<b>Publicity:</b> _____	Security Services Required _____	

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**Administrative Approval**

Approved: \_\_\_\_\_ Director, Libraries and Information Services