Ojai Valley Library Friends and Foundation
121 East Ojai Avenue
Ojai, California 93023
805-640-1947 - www,ovlff.com

Ojai Library
111 East Ojai Avenue
Ojai, California 93023
805-646-1639 - www.vencolibrary.org

OVLFF MEETING ROOM - APPLICATION FOR USE

Date: _____

Name of Organization: _____

Address of Organization: _____

Phone: _____ E-Mail: _____

Name of organizational representative making this request (must be at least 21 years of age):

(Please print) _____

Position with rental organization: _____

Requested meeting date(s): _____

_____

Check for technology needs*: _____ LCD projector

_____ Audio System ____ CD/DVD player

[* *Use of in-house technology equipment requires reservation at time of application*]

All bookings must be completed with the Ojai Librarian through the use of this form.

AGREEMENT

It is expressly understood that OVLFF and the library have adopted certain rules applicable to the use of the OVLFF Meeting Room (located at 121 East Ojai Avenue). A copy of the ***Policy of Use*** will be provided to all applicants. Each group using the facility as a meeting place accepts full responsibility for (a) any damage to the facility and/or equipment and (b) leaving the facility in a clean and useable condition. Groups and/or individuals not sponsored by OVLFF or the Ojai Library will deposit a refundable security deposit of $150.00 with this signed and dated Agreement, separate from the facility use fee. Use of the OVLFF Meeting Room does not constitute endorsement by the Ojai Valley Library Friends and Foundation, the Ventura County Library Services or the Ojai Library of points of view expressed by the group utilizing the room. No advertisement or announcement implying such endorsement will be permitted.

As applicant I agree, as the sanctioned representative of this group/organization, to hold the Ojai Valley Library Friends and Foundation, the Ojai Library and the Ventura County Library System, its officers and agents, harmless from any claim or expenses that may arise from the above use or occupancy of the OVLFF Meeting Room. I also agree to accept full responsibility for any damage to any property, equipment and/or buildings by such use and agree to leave the room in the condition I found it and accept responsibility for any and all costs associated with any cleaning services and/or equipment replacement or repair deemed necessary by the OVLFF related to my use of said facility. I hereby certify that I have read, understand and agree to abide by the ***Policy of Use*** document and its contents as well as this *Application for Use*.

Signature of Representative: _____ Date: _____

Use Fee paid: $ _____ (check # _____) Date: _____

Deposit: $ __$150.00____ (check # _____) Date: _____

Application accepted by:_____ Date: _____ Event Scheduled: _____
(date)

Room checked: _____ Deposit returned: _____ (date)