

## Application for Use of Library Program Room

Application for Use of Library:  Program Room (20 chairs; 7 tables)

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Name of Organization Applying:

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Organization's Representative:

Title:

(Must be reserved by an adult representative)

Organization  Home Address:

Check One

Street

City

Zip

Home Phone:

Business Phone:

Email:

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Date(s) Requested:

(Meeting room may be reserved two weeks in advance)

Hours Desired: \_\_\_\_\_ AM PM through \_\_\_\_\_ AM PM

Total Hours:

(Events must be concluded 15 minutes prior to library closure)

Type of Activity:

Commerce City Use

Anticipated Attendance:

Open to Public:  Yes  No

(If the room is not open to the public Category 3 or 4 fees will apply)

**Check Fee Category which applies:**

Category 1 <input type="checkbox"/>	No Charge	Library uses and co-sponsored programs	Library sponsored or co-sponsored cultural events, library programming and library educational events
Category 2 <input type="checkbox"/>	No Charge	<b>Commerce Resident or Commerce based</b> Educational, Cultural, Informational or Governmental/Civic Activities, Non-Profit 501 (C)(3) organization	Commerce homeowners associations, public lectures, panel discussions, workshops and other similar functions serving Commerce residents. *501 (C)(3) documentation may be required.
Category 3 <input type="checkbox"/>	\$25.00 per hour/Max of 4 hours	For-Profit Organizations/Businesses <b>within</b> Commerce	For-profit businesses of Commerce residents – or – Businesses located within Commerce.
Category 4 <input type="checkbox"/>	\$25.00 per hour/Max of 4 hours	Non-Resident	Non-Resident groups, individuals or organizations including Non-Profit 501 (C)(3).
Category 5 <input type="checkbox"/>		No usage permitted	Persons, for-profit groups or organizations soliciting or selling products or services are not eligible to use the library meeting room.

Sponsoring individuals and organizations agree to and shall indemnify, defend and hold harmless, the City of Commerce its appointed and elected officials, committees, agents and employees (collectively, the "City") against all suits, actions, demands, damages, and expenses of any nature which may be brought or made against the City or which the City may be required to pay, sustain, or incur by reason of the use of the library facilities by sponsoring individuals or organizations.

Authorization to use library facilities may be revoked by the Library Director or designee upon violation of any policy, rule or procedure. A written appeal may be submitted.

City of Commerce Public Library

5655 Jillson Street

Commerce, CA 90040

[www.cocpl.org](http://www.cocpl.org)

**I HAVE READ AND UNDERSTAND THE POLICY ON THE USE OF THE COMMERCE PUBLIC LIBRARY PROGRAM ROOM AND AGREE TO ABIDE BY ITS REGULATIONS.**

Printed Name of Applicant:

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Signature of Applicant:

Date:

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(Must be signed by an adult representative)

Approved By:

Date:

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(Library Director or Designee)

**Staff Use Only:**

Received by: \_\_\_\_\_

Date Application Received: \_\_\_\_\_

Date Paid: \_\_\_\_\_

Date Application Approved: \_\_\_\_\_

Date Approval Email Sent: \_\_\_\_\_