



OTHER FEES:	(Fees are the same for all categories)
- Attendant on Duty	\$25/hr.
-Opening/Closing Fee (when needed)	\$25
-Liability Insurance	Fees determined for each use.
-San Leandro Police Dept. Security	Fee determined by current overtime rates for police personnel
-Private Vendor Security	Fee determined by current hourly rates, nature of event, and number of participants
-Utilities	Fee determined by average current hourly costs
-Meeting Room Damage Deposit	\$50 - \$250, depending upon room size
EQUIPMENT RENTAL:	
-Power Point Projector and Screen	\$50
-Conference phone	\$25
-DVD/VCR Player	\$25
-Overhead Projector and Screen	\$25
-Slide Projector and Screen	\$25
-17" TV/VCR Combo	\$25
-Extension cord	\$10
-Flip chart with paper and pens	\$25
-Flip chart w/o paper and pens	N/C
-Dry erase board with pens	\$5
50 to 100 cup Coffee Pot	\$10
-Wooden easel	N/C
-Piano	\$50

Cancellation Policy (Rooms)

- a. Full refund of deposit and fees if cancel more than 90 prior to event
- b. If cancel between 90 days and 30 days prior to event, forfeit full damage deposit
- c. If cancel between 30 days and 10 days prior to event, forfeit full damage deposit and one half of all fees collected
- d. If cancel less than 10 days prior to event, forfeit all deposits and fees collected

III. FACILITY ASSIGNMENT CRITERIA

- A. City of San Leandro Meetings, events and activities have first priority for first use.
- B. Planned activity must be compatible with facility and also compatible with activities planned in adjacent rooms or facilities. **This includes parking availability.**
- C. Estimated attendance should correspond to room/facility.
- D. Food is permitted only in designated rooms or areas.
- E. Karp Senior Meeting Facility may be reserved by eligible senior groups six months in advance. All other eligible groups may reserve it two months in advance.
- F. Auditorium at Marina Community Center and Lecture Hall at Community Library Center may only be booked once every six months by Eligibility Groups B, C, D, E, F or G groups.
- G. Department determines days and times of day when meeting may be held.
- H. Operating conditions may necessitate a change in room location or time of meeting.

I. Standard room setups are strongly encouraged. Customized setups are contingent upon the ability of department to provide manpower to do them and may result in additional fees.

J. Application for permit to use facility must be submitted to the Library Services Department at least ten (10) working days prior to date requested. Facility availability may be confirmed by telephone, however facilities can only be reserved in person with a written application.

K. Rooms may be reserved six months in advance.

#### IV. FACILITY USE REGULATIONS

A. Applicant is responsible for orderly conduct of group as well as enforcing all regulations covering the Use of City facilities.

B. Applicant is responsible for clean up of litter.

C. Facility must be cleared by the time specified on the application.

#### D. Alcoholic Beverages

1. Applicant must inform department of intention to serve alcoholic beverages at the time of application.
2. No alcoholic beverages are permitted at parking lots or posted areas.
3. Beer and wine may be served in rooms which food is permitted at the Marina Community Center and Community Library Center. Beer must be in individual containers. No kegs permitted at any time. No hard liquor at anytime. Food must be served when alcohol is served.
4. If wine or beer is to be sold (for cash or tickets), applicant must apply to the ABC for a one-day permit.
5. Beer and wine are permitted in picnic areas unless posted.

#### E. Food and Non-Alcoholic Beverages

1. Food and non-alcoholic beverages may only be consumed in designated areas of each facility.
2. Groups using caterers must use a caterer from an approved list.
3. Groups wishing to do on-site food preparation/cooking without a caterer must have a trained kitchen supervisor. Kitchen supervisors may be hired from approved caterers or a trained member of the group may be registered with the Department.

F. All facility rentals require liability insurance.

G. Private social activities at which alcohol is served at the Marina Community Center and the Community Library Center must pay for security provided by sworn law enforcement personnel or an approved private security company.

H. Smoking is prohibited in all meeting facilities. Smoking is permitted in designated areas of outdoor facilities.

I. Amplified music is not permitted in pools, picnic areas, parks, or the Casa Peralta grounds.

J. Parking restrictions apply to all meeting room users. There is a 2-hour parking limit posted on spaces in the Main Library parking lot.

K. Meeting room users must provide their own supplies and equipment unless they are items listed and selected on the meeting room application. Users will be invoiced for equipment rental charges. Invoices must be paid before the meeting date.

**SAN LEANDRO LIBRARY MEETING ROOMS**

ROOM	MAXIMUM CAPACITY CHAIRS ONLY	MAXIMUM CAPACITY TABLES & CHAIRS	SPECIAL FEATURES	AUDIO/VISUAL EQUIPMENT	FOOD/ BEVERAGES PERMITTED
MARY BROWN ROOM	27	N/A	CARPETED STEPPED FLOOR		NO
TRUSTEES ROOM	42	27	CLASSROOM/ SEMINAR ROOM		NO
CONFERENCE ROOM B	42	27	CLASSROOM/ SEMINAR ROOM SECOND FLOOR		NO
CONFERENCE ROOM C	36	27	CLASSROOM/ SEMINAR ROOM SECOND FLOOR		NO
ANDREW CARNEGIE LECTURE HALL	214 FIXED SEATS + 4 WHEELCHAIRS	N/A	STAGE, CURTAIN, FIXED THEATER STYLE SEATS	SCREEN, SOUND SYSTEM, ASSISTED-LISTENING	NO
ESTUDILLO ROOM	120	120	SMALL STAGE, ADJACENT TO KITCHEN	SCREEN, SOUND SYSTEM, ASSISTED-LISTENING	YES
DAVE KARP MEETING ROOM	150	150	DANCE FLOOR, COFFEE BAR, KITCHEN ACCESS	SCREEN, SOUND SYSTEM, ASSISTED-LISTENING	YES
MANOR BRANCH PROGRAM	75	50		SCREEN, SOUND SYSTEM	NO