



City of West Hollywood  
Arts and Economic Development Division

## Library Facility Use Request

Email a scan of this to [libraryrooms@weho.org](mailto:libraryrooms@weho.org) when initialed and signed.

### Requestor Information

Name of Requestor: \_\_\_\_\_ Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Other) \_\_\_\_\_ (Email) \_\_\_\_\_

Title of Event / Purpose of Activity: \_\_\_\_\_

Estimated Attendance: Adults \_\_\_\_\_ Children \_\_\_\_\_ Total Attendance \_\_\_\_\_

Is the activity open to the general public?  Yes  No

Will there be an admission charge?  Yes  No

Will donations be accepted?  Yes  No

To qualify for non-profit status, organizations must provide a copy of 501(c) form.

Admission charge is not allowed for room rentals of these spaces, unless specifically approved by the City Council.

***Please note: You must include your set up and clean up time as part of your facility request.***  
***Please check space availability prior to submitting this request at [www.weho.org/libraryrooms](http://www.weho.org/libraryrooms)***

Facility Requested:  Community Meeting Room  West Hollywood Room

Date(s) Requested: \_\_\_\_/\_\_\_\_/\_\_\_\_ Hours: From \_\_\_\_ to \_\_\_\_ Room: \_\_\_\_\_

Date(s) Requested: \_\_\_\_/\_\_\_\_/\_\_\_\_ Hours: From \_\_\_\_ to \_\_\_\_ Room: \_\_\_\_\_

All fees are due at the time that the facility request is submitted. After submitting your request a receipt will be issued with the fee due. Payments made by check or money order should be payable to the City of West Hollywood.  
Cash and credit cards are accepted only at the cashier counter on the first floor of City Hall.

Additional Comments, if any:

### Requestor Verification

**Please initial by each statement and sign at the bottom of this and the next page.**

\_\_\_ I, the undersigned, verify on behalf of myself and my organization, that the information submitted on this form is accurate and represents the true nature and intent of the requested use of City of West Hollywood facilities.

\_\_\_ I, the undersigned, am responsible for any damages to equipment or property. If it is determined that damage to the room beyond normal and customary wear and tear has occurred, an invoice will be issued to the applicant and use of City facilities may be suspended.

\_\_\_ I, the undersigned, understand that for room rentals that are not sponsored projects of the City of West Hollywood or Los Angeles County Library, on any printed and/or online invitations and handouts you must include the disclaimer "This program is not sponsored or endorsed by the City of West Hollywood or the Los Angeles County Library".

Signature of Requestor: \_\_\_\_\_ Date: \_\_\_\_\_

## **Library Facility Use Request – Rules and Regulations**

- In accordance with WHMC Section 11.12.010; Resolution 648, City of West Hollywood Facilities are “Drug Free Zones” pursuant to California Health and Safety Code Section 11380.5.
- In accordance with California Government Code, Sections 7597, no member of the public shall smoke any tobacco product inside a building or in an outdoor area within 20 feet of a main exit, entrance, or operable window of a public building.
- City sponsored classes and events have priority over all other activities. The City may revoke any previously approved activity that conflicts with City sponsored classes, meetings, events, etc.
- Facility users agree to and shall indemnify, defend and hold harmless the City, its agents, officers, and employees from and against any and all liability, expense, judgments, and claims for damages of any nature whatsoever including, but not limited to death, bodily or personal injury or property damage, including reasonable attorney fees, expert fees and costs of defense, arising from or connected with Facility user’s possession and use of the City facility, excepting only liability resulting from the sole negligence or misconduct of the City.
- No alcoholic beverages are allowed on park property or in City facilities unless directly approved by action of the City Council.
- Open flames of any kind (candles, incense, etc.) are prohibited within City facilities.
- Food is not allowed in the Council Chambers, but is permissible in the Lobby area. Food and drink are allowed in the Community Meeting Room, but we request that any food tables be arranged along the non-carpeted area of the room near the front window.
- Users are prohibited from applying any substances to walls, including with tape and/or pins.
- The City accepts no liability for group’s personal items.
- For room rentals there is a limit to the number of times that one can use the room (4 per year, with no more than one booking at a time). Bookings must be reserved and paid for at least 2 weeks prior to the event date.
- Rentals of ‘The West Hollywood Room’ must occur during Library operating hours without exception. For the Community Meeting Room, rental use outside normal Library operating hours is subject to additional fees for staff time.
- No A/V support is provided for room rentals, basic microphone set-up can be provided and a projection screen is available (users will have to supply their own projector). If users wish to use the existing room technology (projector, bluray, etc.) a tech support person must be hired through the City for an additional charge.
- Applicant is responsible for any damages to equipment or property. If it is determined that damage to the room beyond normal and customary wear and tear has occurred, an invoice will be issued to the applicant and use of City facilities may be suspended.
- For private room rentals, on any printed and/or online invitations and handouts you must include the disclaimer “This program is not sponsored or endorsed by the City of West Hollywood or the Los Angeles County Library.”

**By signing this form, you agree to and understand all of the above mentioned rules and regulations. Failure to comply with rules constitutes grounds for cancellation of reservation or immediate suspension of the activity.**

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Applicant Signature/Date

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Date(s) of Requested Facility Use