

# Sacramento County Public Law Library

## Policies and Rental Agreement Computer Training Center Sponsored by LexisNexis™

We are delighted that you are interested in renting facilities at the **Sacramento County Public Law Library**, located at 813 Sixth Street, in downtown Sacramento.

This Use Policy provides you with information on the reservation process and the conditions of use and fees.

### RESERVATIONS

1. Inquiries can be made in person, by telephone or e-mail. A reservation is not secured until a rental agreement is signed, fees paid, and an insurance certificate is provided. A countersigned agreement will be sent through the United States mail to the requesting party.
2. Requests for date & time changes can be accepted up to **TEN** calendar days before the event. All such requests are subject to the library's ability to accommodate the request.
3. Events may not begin before 8:00 a.m. and may not last after 9:00 p.m. Monday through Thursday, before 8:00 a.m. and after 5:00 p.m. Fridays, and prior to 9:00 a.m. and after 4:00 p.m. on Saturdays. No events may be held on Sundays.
4. The library is closed and unavailable for room rentals on the following holidays:

NEW YEAR'S EVE	PRESIDENT'S DAY
NEW YEARS DAY	MEMORIAL DAY
MARTIN LUTHER KING'S BIRTHDAY	INDEPENDENCE DAY
LINCOLN'S BIRTHDAY	COLUMBUS DAY
VETERAN'S DAY	CHRISTMAS EVE & CHRISTMAS DAY
THANKSGIVING DAY & THE FRI. & SAT. AFTER THANKSGIVING	LABOR DAY
	CESAR CHEVEZ DAY

Reservation time stated on the agreement is the time when the first member of the group (trainers, leaders, caterer, etc.) arrives, through the departure of the last person. Under no circumstance will anyone be allowed to enter the facility before the time indicated on the agreement.

5. The minimum rental time is four (4) hours.

## **FEES**

In order for your event to be placed on our calendar we must receive:

1. The signed rental agreement;
2. 50% of the total rental fee; and a
3. Security deposit in a sum to be determined by library personnel.

The balance of the rental fee is due two weeks (14 calendar days) prior to the event.

The Law Library accepts cash, checks, Visa and MasterCard as payment. Checks returned for insufficient funds will be subject to a twenty-five dollar (\$25.00) service charge and all future payments must be in the form of cash, cashier's check, money order or credit card.

Rental fees received less than ten calendar (10) days prior to an event **must** be in the form of cash, cashier's check, money order or credit card.

## **INSURANCE**

A certificate of liability insurance is required with a minimum of \$1,000,000 coverage and the Sacramento County Public Law Library at 813 Sixth Street is to be listed as additional insured. Beer and wine will be allowed by special permission only, and the Law Library has the right to terminate that permission at any time during an event if the function has become a nuisance to the Law Library, its patrons, or the public. Neither the Sacramento County Public Law Library nor the County of Sacramento will be liable for any injury, accident, or damage that occurs during the event. If you serve beer and wine at your event you will also be required to show proof of host liquor liability insurance.

## **CANCELLATIONS**

Cancellation notice must be received in writing 10 calendar days prior to the event in order to receive a refund of all monies deposited (less \$20.00 processing fee). *See also REFUNDS below.*

The Sacramento County Public Law Library may, with or without cause, cancel an event upon no less than 72 hours advance notice, except in the case of an emergency or natural disaster, where the Sacramento County Public Law Library may cancel a reservation without prior notice.

## **REFUNDS**

Full refunds (less \$20.00 processing fee) will be granted only if notice of the cancellation is received in writing ten calendar (10) days prior to the scheduled event.

The security deposit is fully refundable unless one or more of the following occurs:

- a) Repairs or replacement are required due to facility or equipment damage.
- b) Cleaning procedures beyond the scope of normal building maintenance are required. Clean up includes removal of all supplies and any large pieces of debris.

You will receive a check for the refundable portion of the deposit approximately three weeks after the rental date(s).

The Sacramento County Public Law Library will bill the user for any balance if damages exceed the security deposit.

## **MISCELLANEOUS POLICIES**

The Sacramento County Public Law Library is not responsible for thefts or damage to any valuables.

Live animals may not be brought onto the premises, except for guide animals.

Sacramento County Public Law Library reserves the right to take photographs of rental events for its own records and for use in future promotional materials.

Sacramento County Public Law Library officers, employees, or authorized representatives may enter the Training Center at any time and on any occasion.

Promotional literature advertising programs in the Computer Training Center must include the language "Sacramento County Public Law Library Computer Training Center Sponsored by LexisNexis™." Labels are available at no charge from the library.

Signage: directional signage placement is subject to approval by SCPLL. The Library provides an easel stand and poster board to display renter-generated notices.

Renter will be responsible for Long Distance telephone calls made from the Library's telephones.

Renter will be responsible to limit occupancy of the Training Center to 20 people.

Renter will abide by the Library's Rules of Conduct.

### **ASSIGNMENT**

Neither this agreement nor any rights hereunder shall be transferred or assigned by the Renter.

### **HOLD HARMLESS/INDEMNITY**

Renters agree to defend, indemnify and hold harmless the Sacramento County Public Law Library and the County of Sacramento, their officers, employees and agents for any and all liability caused by negligent or wrongful act of the Renter or its attendees arising out of the performance of this agreement, and pay all claims, damages, judgments, legal costs, adjuster fees and attorney fees related there.

Rental Date: \_\_\_\_\_ Rental Time: \_\_\_\_\_

Caterer will be retained. Name of caterer: \_\_\_\_\_

Beer  Wine will be served  
(host liquor liability insurance statement required)

Coffee--\$5 per carafe (6 cups) includes condiments

Equipment setup  
required: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Security Deposit: \_\_\_\_\_ Due: \_\_\_\_\_

Rental Amount: \_\_\_\_\_

Coffee/Equipment fees: \_\_\_\_\_

Rental Deposit: \_\_\_\_\_ Due: \_\_\_\_\_ /Rec'd: \_\_\_\_\_

Balance: \_\_\_\_\_ Due: \_\_\_\_\_ /Rec'd: \_\_\_\_\_

By signing this agreement, I acknowledge that I agree to all the terms and conditions and will abide by all of them.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title/Position

\_\_\_\_\_  
Organization/Company

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip code

E-Mail Address \_\_\_\_\_

Accepted: \_\_\_\_\_ Date: \_\_\_\_\_  
Sacramento County Public Law Library

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**For office use only**

- |                          |   |             |                |
|--------------------------|---|-------------|----------------|
| <input type="checkbox"/> | Security deposit received                         | Date: _____ | Initial: _____ |
| <input type="checkbox"/> | Rental deposit received                           | Date: _____ | Initial: _____ |
| <input type="checkbox"/> | General Liability statement on file               | Date: _____ | Initial: _____ |
|                          | Host liquor liability insurance statement on file | Date: _____ | Initial: _____ |
| <input type="checkbox"/> | Balance received                                  | Date: _____ | Initial: _____ |
| <input type="checkbox"/> | Cancellation received                             | Date: _____ | Initial: _____ |
| <input type="checkbox"/> | Room set up per renter's request                  | Date: _____ | Initial: _____ |
| <input type="checkbox"/> | Equipment instructions given                      | Date: _____ | Initial: _____ |
| <input type="checkbox"/> | Review of space at end of rental                  | Date: _____ | Initial: _____ |

Comments:

Check telephone bill for any Long distance charges

Date: \_\_\_\_\_ Initial: \_\_\_\_\_

Refunds sent: \_\_\_\_\_ Date: \_\_\_\_\_ Initial: \_\_\_\_\_