



# Burlingame Public Library Community Room Rental Policy

The following Room Rental Policy has been developed to ensure an easy and pleasant rental experience. If you have questions about the Policy, please contact Library staff.

## GENERAL RENTAL INFORMATION

1. The renter must provide acceptable photo identification and proof of address. The renter must be at least 21 years of age and be present during the entire reserved event.
2. Reservations can be made up to 45 days in advance and no less than 7 days before the event.
3. Children must be supervised at all times. On site staff do not supervise children.
4. All exits and exit signs are to be kept clear and unobstructed at all times.
5. Available rental days and times are Monday through Saturday from 10 AM until 15 minutes before closing depending on the day of week. Available rental times on Sunday are from 1 PM until 15 minutes before closing.
6. The facility will not be open earlier than the rental start time. The renter must rent enough time for all necessary rental preparation including clean-up.
7. The facility is not available to store items either before or after the event. Any items rented from an outside vendor must be picked up immediately after the event unless approved by the facility supervisor prior to the event. Staff is not allowed to move any rental items. The City of Burlingame is not responsible for items left overnight in the building.
8. Caterers, vendors, or rental members will not have access to the facility before your contracted rental time.
9. All City facilities are non-smoking. (Burlingame Municipal Code 8.18.030).
10. Staff will ask the renter to lower any amplified sound volume if it is too loud. If the volume is not lowered after two notifications, the police will be notified, and the event may be canceled without a refund.
11. If the event type entered on the Community Room Rental Application and Library Facilities Rental Contract does not accurately represent the function, the event may be canceled without a refund, and the entire security deposit will be forfeited.
12. Any event considered dangerous, a disturbance of the peace, or endangering public safety or public property is subject to closure without a refund of the rental fee or security deposit. Events that may be closed without a refund of the rental fee or security deposit include, but are not limited to, use of excessive volume, overcrowding, other impacts which impede the ordinary use of the Library by the public, violations of applicable laws, mandates, or violation of this Policy or other applicable City policies. This determination shall be made by Library staff; however, the content or viewpoint of the event shall not be considered.
13. If the renter intends to charge attendees for event registration or participation, renter is responsible for event registration and collection of event registration fees.
14. All amenities are subject to be unavailable or inoperable. All efforts will be made to offer a substitution for any items unavailable. Refunds will not be provided should this occur.
15. The City of Burlingame is not responsible for the loss of individual property or accidents.
16. The renter, guests, and invitees must abide by any current applicable laws, mandates, or City policies pertaining to the use of the facility.
17. Any written materials for public distribution relating to events held on Library property shall include the following provision:

'This rented meeting space is provided as a community service by the City of Burlingame. The City neither sponsors nor endorses this event nor the presenting individual or organization. Written materials for public distribution that do not include this disclaimer will be removed, and future use of the meeting rooms may be prohibited.
18. Burlingame Library staff must be treated in a courteous and respectful manner. Any mistreatment such as screaming, insulting, or physical intimidation, may result in immediate cancellation of event and forfeiture of deposit. No refund will be given.
19. The renter is responsible for the behavior of renter's guests and or invitees.

20. If at any point the Police Department is contacted due to the event or its guests or invitees not adhering to Library staff requests, it may result in immediate cancellation of event and forfeiture of deposit. No refund will be given.

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**INSURANCE REQUIREMENTS**

Unless a waiver is made by department management, proof of insurance is required and must be endorsed to provide a waiver of subrogation in favor of the City of Burlingame, shall include a provision stating that the policy is primary and that non-contributory, and shall include the City of Burlingame as additionally insured. Insurance Certificate must be on file 14 calendar days **PRIOR** to event date or it will be cancelled. Required verbiage and amount listed below.

**The City of Burlingame, Its Officers, Employees, and Agents**

**480 Primrose Rd  
Burlingame, CA 94010**

**Required Amount      \$1,000,000 per occurrence  
\$2,000,000 aggregate**

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**SECURITY DEPOSIT AND CHARGES**

1. The security deposit is due within 24 hours of when the rental permit is generated. All rental fees are due within 15 calendar days of the permit date.
2. Security deposit refunds will be made after the permit date and may take up to 30 days to be processed.
3. The security deposit may be refunded, all or in part, depending upon the condition of the facilities following the activity, the time the facility is vacated, additional custodial services required, and any other damages that may be incurred.
4. Excessive trash or damages will result in an additional charge and will be deducted from the security deposit. Any and all violations of the rental agreement may result in the partial or full loss of the security deposit.
5. If the rental exceeds the permitted time, the renter will be charged double the hourly rate for the exceeded time, and the sum will be deducted from the security deposit or billed if it exceeds the security deposit.
6. Rental charges begin when the facility is open for setup and conclude when event teardown and cleanup are complete and the renter exits the facility.
7. Damage to a facility may be considered malicious mischief and will be prosecuted to the full extent of the law (California Penal Code § 594). The renter may be held responsible for any damages caused by the renter or renter's group. A minimum fee of \$50 per occurrence will be charged for damage done to City property.

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**CHANGES AND CANCELLATION POLICY**

1. Any amendments to the original permit should be requested at least 30 days before the rental date. Amendments requested less than 30 days before the rental date may not be guaranteed.
2. The cancellation policy is effective once a rental permit is generated.
3. Cancellations made at least 30 calendar days before the date of the event will receive a full refund of the deposit, minus a \$25 processing fee.
  - a. Cancellations made between 29 to 15 calendar days before the date of the event will receive a refund of the deposit, minus 50% of the total rental fee and a \$25 processing fee.
  - b. Cancellations made less than 14 calendar days before the event date will not be refunded, including the deposit.
  - c. There are no refunds for event cancellations on the day of the rental.
4. If the renter changes the date of the event, the cancellation policy will be applied using the original reservation date.
5. All cancellations must be submitted in writing by the renter. Cancellation notifications can be sent via email to [bpladmin@plsinfo.org](mailto:bpladmin@plsinfo.org).

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**ALCOHOL POLICY**

1. Alcoholic beverages are not to be served or consumed without prior approval by the City Librarian. Any group bringing alcohol into an event or library area will automatically result in forfeiture of the event security deposit and cause the event's immediate cancellation.
2. No underage drinking will be tolerated and will cause the immediate cancellation of the event and forfeiture of the event security deposit.

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**CLEANUP REQUIREMENTS**

1. The facility must be returned to the same condition as before the rental.
2. The renter must remove all decorations and rental equipment, clean all spills on the floor and furniture, and bag all debris and garbage, which must be placed in the dumpster in the parking lot.
3. If a kitchenette area is included in the rental, the renter must clean the countertops, microwaves, and floor. Renter is responsible for bringing their cleaning supplies. All supplies must be scratch-free to prevent damage to appliances and surfaces.
4. All food and beverages must be removed from the refrigerator/freezer, and sinks must be free of dishes and all food debris.
5. Garbage bags will be provided by staff upon request.
6. Janitorial service covers basic cleaning related to ongoing maintenance of the facility. The renter is responsible for all event cleaning.
7. A final walk-through will be completed by staff at the end of the rental.

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**BUILDING SETUP AND DECORATIONS**

1. A completed room setup sheet must be submitted to the Burlingame Public Library Administration office at least one week before the activity.
2. No decorations may be taped to the walls. All decorations must be freestanding.
3. The following items are not permitted: smoke and fog machines, sparklers, rice, confetti and glitter, tape of any kind.
4. No candles or other open flame decorations are permitted. Small number of birthday candles are ok.
5. **Helium balloons are prohibited.** Balloons, such as those used for balloon arch decorations, are permitted but must be removed following the rental. Failure to remove balloons may result in a fee deducted from the security deposit.
6. The City of Burlingame reserves the right to remove any decorations or equipment that could cause damage to a facility or require additional cleaning at any time during the setup or event.

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