

TOWN OF MORAGA

LIBRARY COMMUNITY ROOM



TOWN OF MORAGA, Parks and Recreation Department
 2100 Donald Drive, MORAGA, CA 94556
 PHONE: (925) 888-7045 FAX: (925) 376-2034

LIBRARY COMMUNITY ROOM
 1500 St. Mary's Road, Moraga, CA 94556

Circle Day of Week Requested M T W Th F Sa Su Date(s) Requested _____

Type of event _____ Time _____ # of Guests _____ Hours of use _____

Organization/ Applicant _____

Address _____ City/ZIP _____

Person in Charge _____ Day Phone _____

HOURLY RATE SCHEDULE	NON-PROFIT	PRIVATE	COMMERCIAL
Library Community Room	\$19	\$27	\$58
Facility Attendant (2 hr. min.)	\$23	\$23	\$23

The Library Facility Attendant Fee will be waived for local non-profit/homeowners associations in good standing during regular business hours (hours the library is open to the public). A damage deposit, posted by the Friends of the Library, will cover all local groups if rental extends beyond open hours.

DEPOSITS	
Room Rental	\$100

LIBRARY HOURS	
Monday	Closed
Tuesday	12:00 p.m. to 8:00 p.m.
Wednesday	10:00 a.m. to 6:00 p.m.
Thursday	12:00 p.m. to 8:00 p.m.
Friday	1:00 p.m. to 5:00 p.m.
Saturday	10:00 a.m. to 5:00 p.m.
Sunday	1:00 p.m. to 5:00 p.m.

- Non-Profit rates apply to organizations with proof of Non-Profit status. Proof is required at the time of booking.
- Fees are adopted by the Moraga Town Council and subject to yearly review.

OFFICE USE: Total Paid _____ Date _____

Receipt # _____ Deposit # _____ Chk #/ CC/ Cash _____

Refund Amount _____ Date to Finance _____

(REV: 8/3/16)

RESERVATIONS are accepted up to one calendar year prior to event. The security deposit is not refunded if there are damages to landscaping, furnishings, floors, walls, extra cleanup, or other unusual cost incurred. Clients are responsible for guest's conduct and or damages and will be billed for any cost not covered by the security deposit. Failure to vacate the premises at the time designated in the contract will result in loss of deposit. Deposit is refunded within 60 days if no damages are incurred.

GENERAL INFORMATION

1. The Library Community Room serves as an election polling place. This use will take first priority whenever needed. The Town is not responsible for hardship resulting from a scheduled booking losing priority.
2. No smoking inside buildings or within 20 feet of doorways.
3. Client and guests shall conduct meetings/events at a respectful volume during the Moraga Library open hours.
4. Do not adjust thermostat more than 72 degrees, return to original setting.

CLIENT RESPONSIBILITIES

1. Stack chairs
2. Push tables against walls
3. Remove garbage and dispose of off-site, no dumpster available
4. Clean tables and sink if necessary

FOOD AND BEVERAGE ARRANGEMENTS

1. Pre-prepared simple snacks and beverages
2. No food preparation is allowed

EQUIPMENT AVAILABLE

1. 72 chairs
2. (4) 6' tables
3. Podium
4. Screen

The Town of Moraga is not responsible for equipment brought on the premises for the event, or lost, misplaced or stolen articles belonging to the client or guests. Security is the responsibility of the client.

I HAVE READ, UNDERSTAND, AND AGREE WITH THE LIBRARY COMMUNITY ROOM RENTAL INFORMATION AS LISTED HEREIN AND AGREE TO HAVE MY PARTY/GUESTS COMPLY WITH THE SAME.

Signature

Print Name

Today's Date

Email Address

Primary Phone