



Lompoc Public Library
 501 E. North Ave., Lompoc, CA 93436-3404
 805.875.8775
www.cityoflompoc.com/library

Grossman Gallery Multi-Purpose Room Rental Information

The Grossman Gallery is located just off the lobby of the Lompoc Public Library. The room is frequently used for Library programs, educational and cultural activities, meetings, lectures, Library Commission meetings and continuing staff education, and features monthly art exhibitions by local and Central Coast artists. The Grossman Gallery is available for rental reservations for non-profit and for-profit organizations.

Meeting room reservations are subject to availability and may be made up to a maximum of 12 months in advance. Telephone and email inquiries for schedule information are welcome. Contact the Library Administrative office at 805-875-8787 during regular business hours or j_bainer@ci.lompoc.ca.us.

The rental application/agreement must be completed in order to book any date(s); a rental confirmation is provided to the applicant. A rental fee is charged for all reservations. Rental fees help to support the library and help to ensure the Library's role as a community destination, serving all ages and a wide range of interests and needs.

Grossman Gallery Dimensions: 44'5" x 26' Capacity: 130

Furnishings/Equipment	Quantity	Cost	Rental Fees*	Nonprofit	For Profit
Tables: permanent, 5'Lx3'W	8	Incl.	First 3 hours	\$40	\$80
Tables: folding, 5'Lx3'W	1	Incl.	Each Additional Hour	\$10	\$20
Tables: folding, 6'Lx3'W	7	Incl.	Flat fee per day**	\$60	\$120
Chairs	100	Incl.	Short Term Fees* (max. 1.5 hrs)	Nonprofit	For Profit
Lectern	1	Incl.	First hour	\$20	\$30
Washroom Facilities	2	Incl.	Addl. 15 minutes	\$5	\$10
Bar-size sink in storeroom	1	Incl.	Addl. 2 nd 15 minutes	\$5	\$10
Trash containers, 10 gallon	2	Incl.	*Rental fees are due 14 days in advance **Flat fee per day for an art show, flower show, or seminar schedule for consecutive days.		
Projection Screen, 12"Wx8'H	1	Incl.	Media Equipment	\$12/hr. or portion of hour	\$12/hr. or portion of hour
Kitchen	None	-----	Exhibiting Artist		\$50

MEDIA SYSTEM EQUIPMENT

- Digital Projector & PA System
- DVD Player
- Laptop
- Microphone options:
 - corded handheld
 - wireless handheld
 - wireless lapel
 - wireless headset



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Grossman Gallery Multi-Purpose Room Rental Application & Agreement

Application Date: _____

Event Date: _____

Applicant Name: _____ Phone: _____

Address: _____ City: _____ Zip: _____

Email address: _____

Exact Title of Organization: _____

Type of Organization: Profit Non-Profit (MUST DESCRIBE): _____

Title of Event: _____

Purpose of Event: (room capacity 130; seating available for 100)

Meeting Social Commercial Other (MUST DESCRIBE): _____

Est. Attendance: _____ Set-up Time Needed: _____ Clean-up Time Needed: _____

Actual Event Start Time: _____ Actual Event End Time: _____

After-Hours Use: Use of the facilities before normal operating hours, require special arrangements. Additional fees may be charged for all staff services required per the Rules, Fees and Charges Schedule.

Equipment: No Equipment Required
 Lectern

Media System (requires additional fee)
 Projection Screen (approx. 13' wide x 7' tall)
 Multimedia projection with VCR/DVD player
 Microphone, wireless handheld, lapel, or headset

Note: Only wireless Internet access is available

Food/Beverages: Refreshments & Beverages will NOT be served.

Refreshments & Beverages will be served (light refreshments such as water, coffee, cookies, finger food).

Alcohol Is Prohibited.

Your organization is responsible for setting up chairs and re-stacking them prior to departure and for otherwise leaving the room as you found it.

Applicant Certification - By completing my name in the signature line:

I attest that I am legally authorized to file this application on behalf of the stated organization and that this authorization binds the organization to the conditions required by the Lompoc Public Library Rules, Fees and Charges and this application.

I certify that I have received a copy of, and read Lompoc Public Library Rules, Fees and Charges on reverse (or second page) and agree to adhere fully to all conditions and requirements stated therein, and as stated in this application.

I fully understand that the Lompoc Public Library may reject this application. The filing of this application does not grant permission to use the facilities until such permission is granted through an approved copy of this agreement and payment of Fees and a Security Deposit (if applicable).

Signed: _____

Date: _____

-ADMIN USE ONLY-

Application approved:

Rental Fee: _____

Due Date: _____

Media System Fee: _____

Hours: _____

Library Administration Date

Security Deposit: _____

**LOMPOC PUBLIC LIBRARY
GROSSMAN GALLERY MULTI-PURPOSE ROOM
Rules, Fees and Charges**

The purpose of the Grossman Gallery Multi-Purpose Room is to provide a facility for educational and cultural activities which are a part of the library program such as storytimes, movies, book programs, lectures and art exhibits, Library Commission meetings and continuing staff education. Priority is given to Library functions, Friends of the Library, and Lompoc District Libraries Foundation programs, and City of Lompoc department needs. Use of the multi-purpose room shall be governed by the following:

1. To the extent that time is available and there is no conflict with the Library's use, the room may be used for meetings devoted to educational, cultural, social or community betterment issues for purposes which are generally consistent with the Library's objectives and intended for the general public. Suitability of use shall be determined by the Library Director or designee.
2. Reservations are on a first-come, first-served basis. Reservations are considered firm only after the Grossman Gallery Multi-Purpose Room Rental Application - Agreement is completed and approved by the Library Director or designee. The room should be reserved at least two weeks prior to the time of use and may be reserved up to one year in advance. A permit to use the Grossman Gallery Multi-Purpose Room is not transferable.
3. Responsibility for the meeting room must be assumed by one adult, 21 years of age or older, and who is required to be present during the rental period. An authorized officer of the group must assume responsibility for the conduct of those attending and for any misuse, damage, or theft of the Library property or exhibited materials. Charges will be assessed to cover any work required as a result of the rental. Groups leaving the room in poor condition may be refused future use. Renters must secure the room when vacating the premises.
4. Fees and Charges are due 14 days in advance.

Rental Fees	Nonprofit	For Profit	Short Term (max. 1.5 hrs)	Nonprofit	For Profit
1.5-3 hours	\$40	\$80	First hour	\$20	\$30
Each Additional Hour	\$10	\$20	Addl. 15 minutes	\$5	\$10
Flat fee per day**	\$60	\$120	Addl. 2 nd 15 minutes	\$5	\$10
Media System	\$12/hr or portion of hour	\$12/hr or portion of hour	Exhibiting Artist		\$50

Cancellation:

- 14 days and over: full refund
- 8-13 days: refund is rental fee less \$10
- 0-7 days: refund is 50% of rental fee

**special event or seminar scheduled for consecutive days.

Cleaning/Damage: A deposit may be assessed, at the discretion of staff, to cover any work required for repair/replacement of equipment as a result of the rental.

5. The Library Director or designee may cancel meeting room privileges for failure to observe rules, conditions and requirements.
6. Light refreshments may be served, and all facilities shall be properly cleaned. No alcoholic beverages may be served.
7. Excepting for events sponsored by the Library, the Friends of the Lompoc Library System, Lompoc District Libraries Foundation, or the City of Lompoc, neither charges for admission nor membership requirement may be made as a condition of attendance.
8. The room shall be completely vacated by 11 p.m.
9. Noise level by groups or activities in the meeting room shall be held at a level that will not interfere with normal Library operation.
10. Renters will be responsible for setting up chairs, tables and other equipment. At the conclusion of use, renter must clean all table-tops, re-stack chairs/tables and return them to the storage area. If the normal configuration of furniture in the meeting room is altered by the renter, renter is responsible for returning tables and chairs to original configuration. A furniture diagram is provided on the wall of the storeroom. Renters are solely responsible for providing their own equipment, displays and other materials used at the meeting. The Library does not provide storage. The Library will not accept deliveries for groups that have scheduled events. The carport may not be used for parking; only loading and unloading.
11. Student or youth group activities must be supervised by adults.
12. Smoking is not allowed in the Grossman Gallery Multi-Purpose Room or in any area of the Library, including patios, nor within 20' of any entrance, exit or operable window.
13. Permission to use the facilities shall not be interpreted as an endorsement of the meeting or the organization's beliefs by the Lompoc Public Library, the Library Commission, Friends of the Lompoc Library System, Lompoc District Libraries Foundation, or the City of Lompoc.

LOMPOC PUBLIC LIBRARY Grossman Gallery

53' x 26'
Capacity: 135

