ONTARIO CITY LIBRARY – Lewis Family Branch
3850 E. Riverside Dr., Ontario, CA 91761-263
(909) 395-2014 FAX (909) 930-0836

MEETING ROOM USE - LEWIS

Please complete this form and deliver it to the Branch Supervising Librarian. After review, a copy of this form will be returned to you. Application processing requires five (5) business days. ***(Please print legibly)***

Organization: _____

Purpose of Meeting: _____

Contact person: _____ Email: _____

Address: _____ City: _____ St: _____ Zip: _____

Business Phone: _____ Fax: _____

Is your program free for attendees? ☐Yes ☐ No

Is your program open to the general public? ☐Yes ☐N o

Organization Type: ☐ Community Group ☐ Non-Profit ☐ Business ☐ Other _____

Organizations Mission: ☐ Educational ☐ Cultural ☐ Civic Betterment ☐ None ☐ Other _____

LIBRARY HOURS:

Monday – Wednesday	**12:00PM – 8:00PM**
Thursday - Saturday	**10:00AM – 6:00PM**
Sunday	**CLOSED**

Requested Date(s)	Entry / Exit Time	Program Start / End Time
	to	to
	to	to
	to	to
	to	to

OFFICE USE ONLY
Available ☐ Yes ☐ No
Available ☐ Yes ☐ No
Available ☐ Yes ☐ No
Available ☐ Yes ☐ No

Fee: $45.00
Equipment Provided: Lectern, Retractable Projection Screen, Tables & Chairs
Seating Capacity: (30) Chairs Only or (4) Tables & (30) Chairs

SUBMISSION OF AN APPLICATION DOES NOT CONSTITUTE APPROVAL.
I, the user, have read the Ontario Library Meeting Room Policy and on behalf of the organization I represent, I agree to abide by all rules and regulations. I understand that failure to do so will result in loss of meeting room privileges. I agree to indemnify, defend and hold harmless, the City of Ontario, its officers, agents, employees, and volunteers from all loss, cost and expense arising out of any liability for personal injury, bodily injury to persons, contractual liability and damage to property sustained or claimed to have been sustained by the City of Ontario or anyone in connection with user's negligent acts, errors or omissions or those of any of its officers, agents or employees, whether such act is authorized by this agreement or not; and user shall pay for all damage to the property of the City of Ontario, or loss or theft of such property, done or caused by such persons. The City of Ontario assumes no responsibility whatsoever for any property placed on the premises. The provisions of this article do not apply to any damage or loss caused solely by the City of Ontario or any of its agents or employees.

Applicant Signature: _____ Date: _____

LIBRARY USE ONLY: Approved: ☐ Yes ☐ No Institutional Use: ☐ Yes ☐ No

_____ _____ Paid ☐ Date: _____

Library Director Signature Date