

# TOWN OF MORAGA LIBRARY COMMUNITY ROOM

1500 St. Mary's Road Moraga, CA 94556



**Parks and Recreation Department**

2100 Donald Drive, Moraga, CA 94556

PHONE: (925) 888-7045 | FAX: (925) 376-2034

Email: rents@moraga.ca.us

Circle "Day of Week " requested **M T W Th F Sa Su** Date(s) Requestd \_\_\_\_\_

Type of event \_\_\_\_\_ Time \_\_\_\_\_ # of Guests \_\_\_\_\_ Hours of use \_\_\_\_\_

Organization/ Applicant \_\_\_\_\_

Address \_\_\_\_\_ City/ZIP \_\_\_\_\_

Person in Charge \_\_\_\_\_ Day Phone \_\_\_\_\_

<b>HOURLY RATE SCHEDULE</b>	<b>NON-PROFIT</b>	<b>PRIVATE</b>	<b>COMMERCIAL</b>
Library Community Room	\$25	\$40	\$70
*Facility Attendant (2 hr. min.)	\$40	\$40	\$40

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

**Refundable Deposit**

Room Rental \$100

- Both fee and deposit are due at time of booking. The deposit is refunded within 60 days if there are no damages.
- Non-Profit rates apply to organizations with non-profit status. Proof is required at time of booking
- Fees are adopted by the Moraga Town Council and subject to yearly review.

**LIBRARY HOURS**

Monday	<b>Closed</b>
Tuesday	1:00 p.m. to 8:00 p.m.
Wednesday	11:00 a.m. to 6:00 p.m.
Thursday	11:00 a.m. to 6:00 p.m.
Friday	10:00 a.m. to 5:00 p.m.
Saturday	10:00 a.m. to 5:00 p.m.
Sunday	<b>Closed</b>

**OFFICE USE:** Total Paid \_\_\_\_\_ Date \_\_\_\_\_

Receipt # \_\_\_\_\_ Deposit # \_\_\_\_\_ Chk #/ CC/ Cash \_\_\_\_\_

Refund Amount \_\_\_\_\_ Date to Finance \_\_\_\_\_

REV 07/07/20

**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.**

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Signature	Print Name	Today's Date
Email Address		Primary Phone