



# Arts & Science Discovery Center Rental Agreement

Rentals@LLLCF.org ✦ (925) 283-6513 x103 ✦ 3491 Mt. Diablo Blvd, Ste. 214 Lafayette, CA 94549

LAFAYETTE LIBRARY  
AND LEARNING CENTER  
FOUNDATION

## CONTACT & EVENT INFORMATION

Event Date\* \_\_\_\_\_ Phone Number\* \_\_\_\_\_

Contact Name(s)\* \_\_\_\_\_ E-mail\* \_\_\_\_\_

Organization or Company \_\_\_\_\_

*If you are a 501c3 non-profit, please send us your Letter of Determination to be eligible for reduced rates.*

Type/Name of Event \_\_\_\_\_

Arrival Time\* \_\_\_\_\_ Event Start Time\* \_\_\_\_\_

Event End Time\* \_\_\_\_\_ Departure Time\* \_\_\_\_\_

➤ **Please select all that apply to your event:**

- Open to public
- Free event
- Meal served
- Refreshments served
- Alcoholic beverages served ☞

➤ **Estimated number of attendees \*** \_\_\_\_\_

## ROOM SET UP

➤ **Registration/Welcome Table by door? \***

- Yes – Would you like any chairs behind the table?    **0   1   2** (please highlight or circle one)
- No

➤ **Seating style \* (We provide up to nine 5' x 2.5' rectangular tables total, plus chairs)**

- Theater (*rows of chairs, up to 50*)
- Classroom (*can accommodate 18 people at up to 9 tables in rows*)
- Modified Classroom (*4 people per table with seats on three sides, up to 36 people max*)
- Conference/Boardroom (*tables in U shape or pushed together with chairs around perimeter, 24 max*)
- Sit-Down Dining/Group Seating (*can accommodate up to 42 people at 7 tables max*)
- Other (*Please describe in Special Instructions*)

➤ **In addition to those used above, how many 5' x 2.5' tables would you like? \*** \_\_\_\_\_

*Keep in mind that using additional tables for refreshments or other purposes will result in less seating.*

➤ **Use of podium? \***

- Yes
- No

➤ **Use of projector and screen? \*** (*Requires VGA or HDMI port on laptop, or the appropriate adaptor*)

- Yes
- No

➤ **Do you require use of the HDMI TV? \*** (*Can be used in addition to, or in lieu of, the projector and screen*)

- Yes
- No

➤ **Use of easel? \*** (*Paper flipchart not provided*)

- Yes – quantity: \_\_\_\_\_
- No

- **Do you require dry erase markers for the white board? \***
  - Yes
  - No
- **Use of table linens (\$10 per linen)? \***
  - Yes – please note quantity & color: \_\_\_\_\_ White    Black    Red    Burgundy (highlight or circle)
  - No
- **Special Instructions (*Layout details, use of coat rack, etc.*):**

**ADDITIONAL SERVICES**

- **Use of Owl device? (*Optional 360-degree camera, mic, and speaker for hybrid meetings*)**
  - Yes
  - No
- **Do you require a customized audiovisual consultation prior to your event? (\$50 flat fee for 30 minutes)**
  - Yes
  - No
- **Are you interested in advertising your event in the LLLCF e-newsletter *Ad(Lib)* for three weeks? (\$40/entry)**
  - Yes, please send me more information
  - No

**SURVEY**

- **How did you hear about the rental spaces at Lafayette Library & Learning Center?**
  - Word of mouth
  - Printed publicity
  - Google search
  - Social media
  - Have attended events at Lafayette Library
  - Ad(Lib)* newsletter
  - Other: \_\_\_\_\_

**AGREEMENT**

**By signing below, I agree that I have read the terms and conditions set forth by the Lafayette Library and Learning Center Foundation in the Rental Policies found on the next page.\***

X \_\_\_\_\_  
*Signature of Renter*

X \_\_\_\_\_  
*Date of Submission*

**Thank you! Please save and email the completed Agreement to [Rentals@LLLCF.org](mailto:Rentals@LLLCF.org) or mail to the Foundation Office. Once received, you will be sent an invoice with the deposit due to confirm.**

# LLLCF Rental Policies

## Rental Policies and General Information

- All fees and use regulations are subject to change.
- Rental Agreement cannot be transferred, assigned, sublet or issued to minors.
- Use of the facilities cannot interfere with regular County Library operations and programs.
- Renter shall restrict all activities to the area(s) so designated and to the restrooms.
- Set up and clean up time must be accounted for in your rental timeframe.
- Storage (for food/beverages, decorations, equipment, rentals, etc.) is *not* available either before or after an event.
- LLLCF has the right to review materials used to publicize events held at LLLC as well as proposed entertainment. Please specify the name of the room/space that you are renting in your event publicity (i.e., "Arts & Science Center")
- All decorations must be approved and flame retardant. Use of nails, tacks, staples, sticky tape, confetti, uncontained candles, aerosol streamers, sand, hay, etc. are prohibited. Bouncy houses are expressly prohibited.
- Water is not available, and renters may not attach hoses to outdoor spigots.
- For large parties or events, as determined by LLLCF, a \$150 janitorial fee will be charged.
- Applicant shall exhibit no permanent signs on or adjacent to the building. Temporary portable signs may be exhibited during rental period with prior authorization.
- Smoking is prohibited at the Lafayette Library and at public events, whether indoors or outdoors, except on sidewalks.
- We do not rent to any individual or group that discriminates because of race, religion, color, national origin, ancestry, gender, disability, age or sexual orientation.

## Deposits, Payments, and Cancellations

- Your rental is not confirmed until LLLCF has received a signed Rental Agreement and a deposit of 50% of the estimated total balance. The remaining balance is due one week after your rental and will reflect any significant changes to the rental timeframe or the addition of amenities that incur an additional fee.
- **Cancellations must be made in writing and any deposit paid will be forfeited.**
- Cancellations made less than 14 days in advance may be subject to loss of the entire rental fee.
- The LLLCF reserves the right to reschedule, relocate or deny a request of a previously confirmed reservation. If reservation is cancelled by LLLCF, renter's deposit will be returned.

## Security Deposits, Damages, and Insurance

- A \$500 security deposit may be required for large parties and sit-down meals and if required, will be billed in advance and is due no later than 30 days before the event. Charges for extra cleaning, damage to the facility, furnishings and/or property, and overtime fees will result in a deduction or forfeit of deposit. Renters will be billed for damages not covered by the deposit. If property is not vacated by end of the contractual period, associated costs will be billed accordingly.
- When a certificate of insurance is required, obtain this from your insurance company naming the City of Lafayette, the Lafayette Library and Learning Center Foundation, and the Lafayette Library and Learning Center and its employees and agents as additional insured and indicating that your insurance coverage is primary. The amount of the insurance should be for no less than \$1 million.

## Responsibilities

- Renters are responsible for set-up and removal of all decorations and equipment/supplies brought in from outside vendors. Tables/chairs are to be cleared off and trash placed in appropriate receptacles. Spills/stains are to be cleaned from floors.
- All property brought in by renters must be removed at end of the rental. We cannot guarantee return of any items left behind.
- Renters are solely responsible and answerable financially for any and all accidents or injuries to persons or property resulting from the use of Library facilities.
- Renters shall be responsible for the control and supervision of all people in attendance during the usage of the facility and shall take care to see that the facility suffers no damage, and that everyone conducts him/herself in an orderly manner. If damages or behavior of the group warrant, a function may be stopped in progress, and renter may be denied further use of the facilities.

## Alcoholic Beverage Policy

⚠ If alcoholic beverages will be sold, a license must be obtained in advance from the Alcoholic Beverage Control Board. This includes direct exchange of money for beverages, purchase of tickets that may be exchanged for beverages, or purchase of a dinner or event ticket that includes the service of alcoholic beverages. For more information and to download Form 221, go to [www.abc.ca.gov](http://www.abc.ca.gov).

*Please retain this copy for your records.*