



Milpitas Public Library Auditorium Usage

The Milpitas Library at 160 N. Main Street, Milpitas has an Auditorium which is available for use by public groups. Application forms are available at the adult reference desk downstairs. Community groups are permitted and encouraged to use the Auditorium for cultural, educational, and recreational programs when such use does not conflict with programs sponsored by the Library. There are certain meetings that are not open to the public, such as Library and City Staff meetings, interviews, training sessions, and the like. All other programs must be free and open to the public.

Groups must read and adhere to this usage policy and the Santa Clara County Meeting Room Policy. Permission to use the Auditorium is granted on the condition that all rules are followed. Permission may be revoked for failure to do so, in which case the organization responsible will be assessed for any damages.

Available Hours:

The Auditorium is available for use during the following hours:

Mondays – Thursdays	10 AM – 8:30 PM
Fridays – Sundays	10 AM – 6:30 PM

Eligible Organizations (in priority order)

- Library Programs
- Library-related groups, such as Friends of the Milpitas Library and the Reading Program
- City of Milpitas meetings
- Civic, school, and nonprofit groups presenting meetings of public interest

Fees:

- \$25 (non-refundable) for four hours.
- Checks should be made payable to the Milpitas Public Library, or to Santa Clara County Library District.

Facilities:

- The Auditorium can accommodate up to **150 people**. Groups larger than this are encouraged to use other facilities.
- Conversely, groups or meetings must consist of at least 15 people.
- The equipment available for use are 35 tables, 150 stacking chairs, electrical and data outlets, cables for laptop connection, microphones, screen, and U.S. flag. **NOTE: Staff may or may not be available to assist with Library equipment.**

Reservations:

- A group may use the Auditorium no more than once per month.

- A group representative over the age of 18 must read the meeting room policy, complete an application, and pay the fee. Since the representative commits the organization or group to following this policy and assumes responsibility for any damages to the Library, he/she should be someone whose standing in the organization carries this authority.
- Reservations may be made by telephone (408.262.1171) or in person at the adult reference desk during Library open hours.
- The reservation time should include set-up and cleanup time.
- A completed application and payment of the fee confirms the reservation.
- The application and payment must be made within seven days of booking the room. Failure to comply may result in cancellation of the reservation.
- If a group must cancel, the Library needs at least two days' notice or future use may be prohibited.
- All publicity for programs must include a contact phone number other than that of the Milpitas Public Library and must not imply that the Library is sponsoring the program.
- The Library reserves the right to cancel a reservation with reasonable notice.
- At the time of the reservation, the group should inform staff what equipment is needed.

Check-in:

- Notify staff at the Accounts Desk that your group has arrived.
- Only the individual whose name was used during the time of the reservation will be able to access the Auditorium.
- Groups will not be allowed into the Auditorium before their scheduled time.
- Access to staff areas, including the kitchen and loading dock entrances, is not permitted under any circumstances.
- The individual in charge of the group must read and fill out the check-in agreement.

Room Setup:

- The group is responsible for arranging the chairs and tables before the meeting. The room must be arranged so that there is ample access to exits.
- Please note that the walls of the room are soft and can be easily damaged. Placing nails, screws, thumbtacks, staples, tape, adhesives, or signs on the walls, doors, or stage is not permitted.

During the Program:

- **No food is allowed in the room.** Bottled water is acceptable.
- Open flames of any kind are not permitted.
- **Noise level must be appropriate for a Library.**
- High voltage equipment is not allowed.

Cleanup:

- Groups must leave the Auditorium at the scheduled time.
- The room must be left clean and in the same or better condition in which it was found.



Milpitas Public Library Auditorium Application

Name of Organization _____

Your Name _____

Your Position in the Organization _____

Day Phone _____ Evening Phone _____ Email _____

Your Address _____ City _____, CA Zip _____

_____ I understand that my name and telephone number may be given to anyone who wants more information about the meeting or my organization. (please initial.)

RESERVATION

Date(s) of Meeting(s) _____

Time Requested _____

Purpose of Meeting _____

Estimated Attendance (minimum of 15 people) _____

I have read the policy and procedures for use of the Milpitas Library Auditorium. I agree to comply with these terms and conditions and understand that failure to follow them may result in loss of permission to use the meeting room. If library equipment or property is damaged during this use, I understand that I may be assessed damage or replacement costs.

Your Signature _____ Date _____

Staff Use Only

Special Arrangements/Conditions require approval of the Community Librarian.

Approved by _____ Date _____

\$25 for a maximum of 4 hours (non-transferrable) Total paid \$ _____ Staff Initials _____

Other(explain) _____