



VENTURA COUNTY LAW LIBRARY

MEETING ROOM RESERVATION

Please print and complete this 2 page form and return it by mail or fax, to the Law Library address below. You can also email the completed form to vencolawlib@yahoo.com

TODAY'S DATE: _____/_____/20__

NAME: _____
(Please Print)

FIRM/AGENCY/ORGANIZATION NAME: _____

ADDRESS: _____
Street Apt./Suite #

CITY, STATE ZIPCODE _____

TELEPHONE: (_____) _____ FAX NUMBER: (_____) _____

I WISH TO RESERVE 1 OR BOTH ROOMS (circle) on _____/_____/20__

FROM: _____ AM PM TO: _____ AM PM

I hereby submit \$ _____ .00 in CASH / CHECK in advance for use of the Conference Room for the period of time stated above. I understand payment must be made to the Ventura County Law Library prior to the requested date and time of use of the Room.

Signature of User

User (Please Print)

Ventura County Law Library
800 S. Victoria Avenue, Ventura, CA 93009-2020
Phone (805) 642-8982 Fax (805) 642-7177
Vencolawlib.org

M E E T I N G R O O M P O L I C Y

1. To accommodate the needs of the court system, the Library has two rooms available by reservation for depositions, arbitrations, mediations and attorney client conferences for a fee as follows:

\$15 per hour

**\$50.00 per half day
(Up to 4 hours)**

**\$100.00 for all day
(More than 4 hours)**

2. Minimum rental time is one (1) hour. You must pay for the entire hour when you use any portion of an hour.

3. The room may be reserved on a first come first serve basis. The room is available for reservation during all hours that the Library is open. Requests for date and time changes are subject to the library's ability to accommodate the request.

4. There is seating for up to 10 people and amenities such as water, granola bars, pens, and notepads are provided. We also provide the rooms with a separate password-protected wireless connection for faster internet speeds.

5. All clients and guests are required to abide by the *Rules of the Law Library*.

6. Cell phone use is permitted in this room during meetings. All other cell phone usage must be conducted outside the library. We also provide a land-line for conference calls and/or phone depositions *when requested at time of room reservation*.

7. Payment may be made by cash or check and is due on or before the meeting date. Make checks payable to the Ventura County Law Library.

8. Returned checks are subject to a processing fee of \$25.00.

9. Cancellation notice must be received 72 hours (3 days) prior to the event in order to receive a refund of all monies less a \$15.00 processing fee. To receive a refund, you must submit a written request. You will receive a check for the refundable portion of the rental fee approximately three weeks after the rental date.

10. The Law Library staff cannot provide support services such as clerical, message centers or room set-up.

11. If the room is available, walk-ins may use the meeting room and pay at that time.

12. User agree to defend, indemnify and hold harmless the Ventura County Law Library, its Board of Trustees, and the County of Ventura, their officers, employees and agents for any and all liability caused by negligent or wrongful act of the Renter or its attendees arising out of the performance of this agreement, and pay all claims, damages, judgments, legal costs, adjuster fees and attorney fees related there.

Disclosure: The room contains old books which might affect people with mold allergies.

I have read the Meeting Room Policy and agree to abide by all of the provisions of this document.

DATE: _____ / _____ / 20____

Signature of User

User (Please Print)