



VENTURA COUNTY LAW LIBRARY

Meeting Room Reservation Form

TODAY'S DATE: ____/____/20__

NAME: _____
(Please Print)

FIRM/AGENCY/ORGANIZATION NAME:

ADDRESS: _____
Street/Apt./Suite #

CITY _____ STATE _____ ZIP CODE _____

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

I WISH TO RESERVE THE MEETING ROOM 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. **Please print and complete this 2-page form and return it by mail to the Law Library address below, or you can email the completed form to: ask@vencolawlib.org.**

User Signature

User Name (Please Print)



VENTURA COUNTY LAW LIBRARY

Meeting Room Policy

1. To accommodate the needs of the court system, the Library has one room 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)
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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 the 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.
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, running errands, or room set-up.
11. If the room is available, walk-ins may use the meeting room and pay at that time.
12. Users 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. Also, public restrooms are not available.

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

DATE: ____/____/ 20__

User Signature

User Name (Please Print)