

LOCATION	SEATS	RENTAL HOURS	NON-PROFIT	STANDARD /PRIVATE	COMMERCIAL	FEE DESCRIPTION			
<b>Central Library Auditorium</b> 222 E. Harvard St., 2nd Floor Stage Dimensions: 12 ft. d x 28 ft. w (29 ft at rear of stage) Table seating for 80-120	230	8:00 a.m. - 10 p.m. Everyday	\$75	\$102	\$153	per hour (3 Hour Minimum) rehearsal fee/up to 2 hours per event - A/V Package			
			\$55	\$55	\$55				
			\$153	\$153	\$153				
			\$51	\$51	\$51				
			\$102	\$102	\$102				
			\$81	\$81	\$81				
<b>Central Library Main Room</b> 222 E. Harvard St. For Reservations call: (818)548-2030 Monday – Friday, 9 AM to 5 PM			\$2,062	\$2,578	\$3,093	for up to 6 hours			
			\$318	\$318	\$318	for each additional hour			
<b>Central Library Sound Room</b>	1	Library Open Hours- Based on Availability	\$25	\$25	\$25	per hour			
<b>Central Library Conference Rooms</b>	8 – 10	Library Open Hours	<table border="1"> <tr> <td><b>GLENDALE</b></td> <td><b>NON- GLENDALE</b></td> </tr> <tr> <td>\$20</td> <td>\$30</td> </tr> </table>		<b>GLENDALE</b>	<b>NON- GLENDALE</b>	\$20	\$30	per hour/ based on availability
			<b>GLENDALE</b>	<b>NON- GLENDALE</b>					
\$20	\$30								

**INFORMATION FOR ALL RENTALS**

Fees are effective through June 30, 2018 and are subject to change.

Rental of all spaces is dependent on library programs and staff availability.

ALCOHOL PERMIT FEE: There is a \$100 permit fee to serve alcohol at events meeting criteria outlined in the Alcohol Policy.

PARKING: Parking at all meeting room sites is limited during Library business hours. Except for events at the Brand Library, where parking is ample, users should make arrangements to locate nearby parking for attendees. Staff at each site can assist you.

RISERS: There is a \$204 per event fee for use of risers.

**Proof of Insurance Required for all Rentals. See Page 3 for requirements.**

LOCATION	SEATS	RENTAL HOURS	NON-PROFIT	STANDARD/PRIVATE	COMMERCIAL	FEE DESCRIPTION
<b>Brand Library Recital Hall</b> 1601 W. Mountain St.	110	HOURS LISTED BELOW	\$50	\$75	\$150	Per hour (3 Hour Minimum)
Stage dimensions: 9 ft. d x 28 ft. w (23 ft at rear of stage) For reservations call: (818)548-2051, during library open hours						
			\$81	\$81	\$81	Piano rental/per event/per piano
			\$110	\$276	\$276	Ticketed Event Fee
			\$55	\$55	\$55	Rehearsal Fee (up to 2 consecutive hrs)

NOTE: Rental Hours: Friday/Saturday/Sunday 5:30pm-9:30pm

Recitals for fulfillment of a degree requirement will be charged the non-profit rate. This would include BM, MM and DMA students. Students must provide a letter from their faculty member who they are studying with confirming the recital's degree requirement along proof of current institutional affiliation (i.e. student id).

<b>Brand Library Plaza/Atrium Gallery/Courtyard</b>	75	LIBRARY CLOSED HOURS	\$357	\$408	\$459	per hour (3 hour minimum)
<b>Brand Library Art Galleries</b>	250	LIBRARY CLOSED HOURS	\$2,552	\$3,063	\$3,573	for 6 hours
<b>Brand Mansion</b>		LIBRARY CLOSED HOURS	\$2,552	\$3,063	\$3,573	for 6 hours
<b>Brand Complex</b> Includes Plaza/Atrium, Gallery, Mansion (excludes stacks area and Brand Studios)		LIBRARY CLOSED HOURS	\$5,105	\$6,126	\$7,147	for 6 hours
<b>Brand Library-Use of Media Equipment</b>			\$81	\$81	\$81	Per Event

Available for Rental with Plaza/Atrium, Gallery, Mansion and Complex

**INFORMATION FOR BRAND RENTALS**

The Gallery or other space at the Brand Library are not available for art exhibitions. The gallery space, plaza/atrium, mansion and complex is available to rent for non-art events on a case-by-case basis. Please call (818)548-2051 for further information.

RECEPTION FEE: Non-Catered: There will be a \$52.00 Reception Fee when food is served at event and/or use of kitchen. Catered: There will be a \$204 Reception Fee.

TICKETED EVENT: Attendance limited to paid ticket holders, those paying admission or mandatory donation.

MAINTENANCE FEE: There is a \$38 Maintenance Fee for set up and staffing.

SALE OF NON-FOOD MERCHANDISE: There is a \$162 fee to be able to sell merchandise.

LIBRARY ACCESS: There is a \$102 fee for access to the library prior to event for deliveries.

**Proof of Insurance Required for all Rentals. See Page 3 for requirements.**

AVAILABILITY: These facilities are available for rental after hours subject to staffing availability and library operations. Contact site for Library Open Hours.

LOCATION	SEATS	RENTAL HOURS	NON-PROFIT	STANDARD/PRIVATE	COMMERCIAL	FEE DESCRIPTION
<b><u>BRANCH MEETING ROOMS</u></b>		LIBRARY OPEN HOURS OR BASED ON STAFF AVAILABILITY	\$40	\$61	\$81	per hour when open
			\$61	\$81	\$102	per hour when closed
<b>Casa Verdugo Branch Meeting Room</b>	35	1151 N. Brand Blvd.	For reservations call:(818)548-2047, Monday – Thursday, 1 PM to 5 PM			
<b>Montrose-Crescenta Branch Meeting Room</b>	75	2465 Honolulu Ave., Montrose	For reservations call: (818)548-2048, Monday – Thursday, 1 PM to 5 PM			
<b><u>BRANCH LIBRARY</u></b>		BASED ON STAFF AVAILABILITY	\$153	\$204	\$255	per hour when closed
<b>Library Connection @ Adams Square</b>	50	1100 E. Chevy Chase Dr.	For reservations call: (818)548-3833, Monday – Thursday, 1 PM to 5 PM			
<b>Chevy Chase Branch Library</b>	200	3301 E. Chevy Chase Dr.	For reservations call:(818)548-2030, Monday – Friday, 8 AM to 5 PM			
<b>Pacific Park Branch Library</b>	75	501 S Pacific Ave.	For reservations call: (818)548-3760, Monday – Thursday, 1 PM to 5 PM			
<b>Casa Verdugo Branch Meeting Room</b>	100	1151 N. Brand Blvd.	For reservations call:(818)548-2047, Monday – Thursday, 1 PM to 5 PM			
<b>Montrose-Crescenta Branch Meeting Room</b>		2465 Honolulu Ave., Montrose	For reservations call: (818)548-2048, Monday – Thursday, 1 PM to 5 PM			

**Insurance Requirement for all rentals:**

**Commercial General Liability (“CGL”) (primary).**

City of Glendale, and its employees and agents shall be added as additional insured and an endorsement will be required. Coverage shall apply on a primary, non-contributing basis in relation to any other insurance or self-insurance, primary or excess, available to City of Glendale or any employee, representative or agent of City of Glendale. Coverage shall not be limited to the vicarious liability or supervisory role of any additional insured. CGL insurance must not be written for less than the limits of liability specified as follows:

- (a) ONE MILLION DOLLARS (\$1,000,000) per occurrence for bodily injury (including accidental death) to any one person;
- (b) ONE MILLION DOLLARS (\$1,000,000) per occurrence for personal and advertising injury to any one person;
- (c) ONE MILLION DOLLARS (\$1,000,000) per occurrence for property damage; and
- (d) TWO MILLION DOLLARS (\$2,000,000) general aggregate limit.