



CONFERENCE ROOM POLICY AND RESERVATION AGREEMENT

1. The Law Library conference rooms are available by reservation for court-related activities, including depositions, arbitrations, mediations, and attorney-client conferences for the fee of \$25.00 per hour. Minimum rental time is one (1) hour. The entire hour will be charged for any portion of an hour used.
2. Rooms are reserved on a first come, first serve basis by calling the Law Library (559) 636-4600 and submitting the reservation agreement with payment. Rooms are available 8:30 a.m.-4:00 p.m. Monday-Friday, closed weekends and county holidays. Any change to date or time is subject to availability.
3. Full payment is due prior to the scheduled reservation. Cash or check is accepted. Returned checks are subject to a \$20.00 processing fee.
4. The Kenneth E. Conn Conference Room seats six (6) people at the table. Conference Room 2 seats two (2) people at the table. All users are required to abide by the *Rules* of the Law Library.
5. Cell phone use is permitted in the conference rooms. The rooms are not soundproof.
6. No food or drink is allowed. The Law Library does not provide amenities or support services such as clerical, message centers, or room set-up. The Law Library is not responsible for personal items that are lost, stolen, or damaged in the library.
7. Cancellation notice must be received seventy-two hours (3 days) prior to the event to receive a refund of fees less a \$10.00 processing fee. A check for the refundable portion of the rental fee will be issued approximately three weeks after notice.
8. The Law Library may, with or without cause, cancel a reservation no less than seventy-two hours (3 days) advance notice except in the case of an emergency or natural disaster, when the Law Library may cancel a reservation without prior notice. Fees received will be refunded.
9. Subject to availability, conference room fees will be waived for walk-ins without a reservation, maximum two-hour usage.
10. Renter agrees to defend, indemnify and hold harmless the Tulare County Public Law Library, its Board of Trustees, and the County of Tulare, 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 will pay all claims, damages, judgments, legal costs, adjuster fees and related attorney fees.

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

DATE: ____/____/20__

I agree to abide by the provisions of the Conference Room Policy:

Authorized Signature

Print Name (Please Print)

Title/Position

Organization/Company

Address

Phone

Email address

Rental date _____ Rental time _____
hour/min to hour/min

Total hours _____ x \$25.00/hr Total Amount Due \$ _____
Payable to the Tulare County Public Law Library

***** FOR OFFICE USE *****

Accepted: _____ Date _____
Tulare County Public Law Library

☐ Rental received: Date _____ Initial _____
☐ Cancellation received: Date _____ Initial _____
☐ Refund issued: Date _____ Initial _____