



# OJAI VALLEY LIBRARY FRIENDS AND FOUNDATION

a 501(c)(3) Corporation

**P.O. Box 1005 , Ojai, California 93024**

Phone: 805 – 646.4064

E-mail: [contact@ovlff.com](mailto:contact@ovlff.com) URL: [www.ovlff.com](http://www.ovlff.com)

## PROCEDURE FOR RESERVING THE NEW TWICE-SOLD TALES MEETING ROOM:

1. Applicant's initial contact will be with front desk staff, Ojai Library
2. Staff will check the date of applicant's program against a master list to verify the room is available
3. Staff will give applicant a copy of the Room Use Policy and a Room Use Agreement
4. Applicant will submit a completed and signed Room Use Agreement.
5. Groups or individuals seeking use of the meeting room, other than OVLFF or Library sponsored, must present a check made out to OVLFF in the amount of \$150 (security deposit) and a second check for the Room Use Fee the room use fee shall be shown to the Library staff member and then placed into an envelope with the staff members initials placed on the outside of the envelope.
6. The applicant will then go to Twice-Sold Tales and hand the envelope to the clerk. The clerk will place her/initials on the envelope along with the date and put the envelope into the OVLFF safe.
7. Staff will submit Application for final approval and enter the applicant's name onto the room's master list for use.

It will be assumed that approval is forthcoming at the time of the application submission and deposit unless the applicant is notified adversely within 48 hours. Should such notification be given the deposit and room use fee shall be returned to the applicant within one week of notification being given

8. Applications will remain on file with the Ojai library.
9. The OVLFF treasurer will collect and store the deposit checks. The OVLFF treasurer will return the applicant's deposit directly to the applicant within two weeks after the room use, unless the applicant has reserved the room for multiple weeks and wishes the deposit check kept with OVLFF.

January 2017

OJAI LIBRARY  
111 East Ojai Ave.  
Ojai, CA 93023  
(805) 646-1639

OAK VIEW LIBRARY  
555 Mahoney  
Oak View, CA 93022  
(805) 649-1523

MEINERS OAKS LIBRARY  
114 N. Padre Juan Ave  
Meiners Oaks, CA 93023  
(805) 646-4804