

# Room Rental Cancellation Policy

## General Cancellation Policy

### Community Room

#### 1. Reservations

- a. All potential users shall complete a Yorba Linda Public Library Rental Application Form, Yorba Linda Public Library Facility Use Contract, and a Incidentals Credit Card Authorization Form a minimum of 30 days prior to event.
- b. Reservations made less than 30 days will be accepted based on staff and room availability. All fees are due and payable upon submittal of contract and subject to cancellation policy.
- c. Reservations will not be approved until appropriate fees, deposits, permits/licenses, and insurance are obtained and paid.

#### 2. Deposits

- a. Room rental fees exceeding \$500 require a minimum deposit of \$500 payable with a signed contract. This \$500 is applied to the total fees. The remaining balance is due 60 days prior to the event.

#### 3. Cancellations

- a. Cancellations, date or room changes must be in writing to be considered for a refund.
- b. If a written cancellation notice is received 120 days or more prior to the event, but not including the event date, you will receive a refund of the room rental fees minus a \$100 cancellation fee.
- c. If a written cancellation notice is received 30 – 119 days prior to the event, but not including the event date, you will receive a refund minus 50% of the room rental fee or \$500.00, whichever is less.
- d. If a written cancellation notice is received 29 days or less prior to the event, but not including the event date, you will receive no refund of the room rental fees.
- e. If a cancellation is made by the Library, notice shall be given as far in advance as possible and a full refund shall be made if other accommodations cannot be made.
- f. Notwithstanding the above, if the user(s)/use is not in compliance with the policies and regulations stated in this document, the Library, acting by and through the Library Director or his/her designee, may cancel the reservation upon notice to the applicant, and all deposits and/or fee(s) previously paid by the applicant shall not be returned.

### Conference Room

#### 1. Reservations

- a. All potential users shall complete a Yorba Linda Public Library Rental Application Form, Yorba Linda Public Library Facility Use Contract, and a Incidentals Credit Card Authorization Form a minimum of 30 days prior to event.
- b. Potential users making reservations less than 30 days prior to the event shall

complete a Yorba Linda Public Library Rental Application Form, Yorba Linda Public Library Facility Use Contract, and Incidentals Credit Card Authorization Form when making the reservation. Reservations made less than 30 days will be accepted based on room and staff availability.

- c. All fees are due and payable upon submittal of signed contract and are subject to the cancellation policy.
2. **Deposits**
    - a. Room rental fees exceeding \$500 require a minimum deposit of \$500 payable with a signed contract. The remaining balance is due 60 days prior to the event.
  3. **Cancellations**
    - a. All cancellations, date or room changes must be in writing in order for a refund to be considered.
    - b. If a written cancellation notice is received 60 days or more prior to the event, but not including the event date, you will receive a refund of room rental fees minus a \$25 cancellation fee.
    - c. If a written cancellation notice is received 59-30 days prior to the event, but not including the event date you, will receive a 50% refund of the room rental fees.
    - d. If a written cancellation notice is received 29 days or less prior to the event, but not including the event date, you will receive no refund of room rental fees.
    - e. If a cancellation is made by the Library, notice shall be given as far in advance as possible and a full refund shall be made.
    - f. Notwithstanding the above, if the user(s)/use is not in compliance with the policies and regulations stated in this document, the Library, acting by and through the Library Director or his/her designee, may cancel the reservation upon notice to the user(s), and all deposits and/or fee(s) previously paid by the user(s) shall not be returned.

## Non-Profit (Group B) Cancellation

Non-profit groups reserving the facility will adhere to the following cancellation policy:

1. **Community Room (Weekday use)**
  - a. All cancellations, date or room changes, must be in writing in order for a refund to be considered.
  - b. If a written cancellation notice is received 120 days or more prior to the event, but not including the event date, group will receive a refund of fees minus a \$10 cancellation fee.
  - c. If a written cancellation notice is received 30 – 119 days prior to the event, but not including the event date, you will receive a refund minus 50% of the room rental fee.
  - d. If a written cancellation notice is received 30 days or less prior to the event, but not including the event date, there will be no refund of the room rental fee.
2. **Conference Room (Weekday use)**
  - a. All cancellations, date or room changes, must be in writing in order for a refund to be considered.
  - b. If a written cancellation notice is received 30 days or more prior to the event, but not including the event date, you will receive a refund of all fees.
  - c. If a written cancellation notice is received 29 days or less prior to the event, but not including the event date, you will receive no refund of the room rental fee.

### **3. Weekend Use**

- a.** Any cancellations for weekend use will comply with the general cancellation policy as stated in this Use Policy.

Notwithstanding the above, if the user(s)/use is not in compliance with the policies and regulations stated in this document, the Library, acting by and through the Library Director or his/her designee, may cancel the reservation upon notice to the applicant, and all deposits and/or fee(s) previously paid by the applicant shall not be returned.

If cancellation is made by the Library, notice shall be given as far in advance as possible and a full refund shall be made.