



LAW LIBRARY

SAN LUIS OBISPO COUNTY

CONFERENCE ROOM RESERVATION & POLICY

1050 Monterey Street, Room 125 Courthouse Annex San Luis Obispo, California 93408
Library Hours: Monday – Friday 9:00 am to 4:00 pm
Phone (805) 781- 5855 FAX (805) 781-4172 Email: lawlibrarian@slocoll.org

Reservation: (please print)

Today's Date: _____

Name: _____

Company: _____

Address: _____

Date Requested: _____

City
State Zip: _____

Time Requested: _____

Tel: _____

Conference Room: \$20 per hour.

Email: _____

Total Fee: \$ _____

I hereby agree to pay the Total Fee for use of the Conference Room for the period of time stated above. I understand payment must be made to San Luis Obispo County Law Library and that payment is due, by cash or check, when I arrive to use the Room at the requested date and time. I have read the conference Room Policy and agree to abide by all of the provisions of this document.

Signature of Requester

Date

Conference Rooms Policy

- I. The Conference Room is available for use by a group or individual only during the posted hours of the Law Library. Conference Rooms are closed 30 minutes before the Library closes.
- II. Reservations for the use of the room is required. The class instructors, attorneys, or library patrons that rented the room must be present while the room is in use.
- III. The room will be made available provided that paragraphs I and II have been satisfied, and the group, organization, or person has paid the fee stated above. Payment is required upon arrival to use the room and is non-refundable. Payment can be made by cash or check (payable to San Luis Obispo County Law Library).
- IV. All users of the room are required to abide by the Library's General Regulations. No food or uncovered beverage is allowed in the conference room. Any damage caused during the rental period, shall be the sole responsibility of the renter.