



City of Glendora | Public Library
140 S. Glendora Ave.
Glendora, CA 91741

November 19, 2024

Thank you for choosing the Glendora Public Library's facility for your upcoming event. Your reservation has been received and is on the calendar.

We would like to take this opportunity to make you aware of a few matters which may affect your booking. Any kind of city emergency (earthquake, flooding, mudslide) could result in an emergency response by city police, fire, and other emergency crews.

As is the case, in addition to the Bidwell Forum being a facility widely used for community meetings and events, it also serves as the City of Glendora Emergency Operations Center (EOC). In a major emergency - fire, flood, earthquake, etc., the EOC is activated to coordinate emergency operations before, during, and after an emergency event. Consequently, previously scheduled meetings/events to be held in the Bidwell Forum and affected by the preparation or activation of the EOC may need to be relocated or cancelled, per City of Glendora Administrative Policy #4.01 – Policy for Community Use of Library Meeting/Event Facilities, Section II, and Paragraph F:

“Needs of the Library and City may require the Library to refuse reservation requests, cancel or reassign meeting locations. The Library will make every effort to locate an alternative meeting place for those whose meetings are preempted with less than 30 days advance notice”

If you have any questions or concerns regarding this letter, please feel free to contact us at 626/852-4891 or library@cityofglendora.gov

Once again, your reservation has been received and is on the calendar. Thank you for your understanding in this matter.

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