



18025 Bloomfield Avenue, Cerritos CA 90703 • 562-916-1340 • www.cerritoslibrary.us
Monday-Friday: 11 a.m.-7 p.m.
Saturday-Sunday: 11 a.m.-5 p.m.

TOUR POLICY

The Cerritos Library offers Library tours to youth organizations and schools. Tours for children in grade 3 or lower may also include a Storytime program. Tours for schools, classes, day care facilities, youth camps, etc., must be reserved in advance and require a Certificate of Liability Insurance and Endorsement. All tours must be reserved at least one (1) month in advance. A limited number of tours and total number of students/visitors are permitted for each day, so please be sure to plan ahead. Requests are not considered final until approved by the City.

Tours are offered for groups with a maximum of 45 children.

All tour reservation requests must be made in writing. Reservation request letters may be emailed to LibraryFacilityEvents@cerritos.us or mailed to Cerritos Library, Attention: LIBRARY TOUR REQUEST, 18025 Bloomfield Avenue, Cerritos, CA 90703.

ABC Unified School District schools, Bellflower Unified School District Schools, and licensed schools and day care centers located in the City of Cerritos can make reservations for Cerritos Library tours up to three (3) months in advance of the desired date.

Schools and groups located outside of the City of Cerritos can make reservations up to one (1) month in advance of the desired date.

Days and Hours Available for Tours

Tours may be scheduled on Wednesdays and Fridays from 11 a.m. to 12 p.m. Each tour/Storytime program is approximately 40 minutes.

A Storytime program will be offered to groups in 3rd grade and below, unless otherwise arranged. Storytime will be planned by grade level and the Library staff selects the books to be read. Groups of those in 4th grade or above will be given a tour of the entire Library.

Permit

The Cerritos Library will issue a City Facility Rental Permit for each tour reservation. There is no fee charged for the Tour Permit. To obtain a permit, the group or its representative must be registered in the City's Class Registration/RACER system. For information about how to register in RACER, call the Library's Facility Reservation Desk at (562) 916-1388.

Insurance

A Certificate of Liability Insurance and Endorsement is required for Cerritos Library tours. All insurance certificates and endorsements must be the original document in the amount of one million dollars (\$1,000,000), naming the City of Cerritos, its agents, officers, employees and volunteers as additional insured. Faxes will not be accepted. A City representative must approve all original certificates of liability insurance and endorsements at least two (2) weeks in advance of the field trip reservation date. If an original certificate and endorsement is not on file by the two week deadline, the City of Cerritos will cancel your reservation and deny the Cerritos Library tour request.

Chaperones

Each group of ten (10) children must be accompanied by at least one (1) adult chaperone over the age of 21. It is the responsibility of all visiting schools, camps or groups to adhere to and maintain the adult-to-child ratio during their entire visit. Children must be supervised at all times while at the facility.

Food and Beverages

Eating, drinking, or displaying open food or liquid containers is prohibited in the Cerritos Library, except in areas designated for those purposes and/or when served with prior approval of the Library. Bottled water and water in spill-proof containers are allowed.

Arrival and Parking

When you arrive at the Cerritos Library, an adult from your group must come to the Security Office near the entrance to check in with Library staff. Please have children and chaperones wait outside the Library until you have been properly checked in with staff. Once you have been checked in, your group may enter the Library.