

PALOS VERDES LIBRARY DISTRICT

APPLICATION FOR USE OF THE MALAGA COVE LIBRARY - COMMUNITY ROOM

2400 Via Campesina, Palos Verdes Estates, CA 90274 (310) 377-9584 x247

Organization \_\_\_\_\_ Date of Application: \_\_\_\_\_

Purpose of Meeting \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

Day of Week \_\_\_\_\_ Date of Event \_\_\_\_\_ Time \_\_\_\_\_ to \_\_\_\_\_

Contact Person \_\_\_\_\_ Email \_\_\_\_\_ Total # of hours: \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Business Telephone: ( ) \_\_\_\_\_ Home: ( ) \_\_\_\_\_

Check One Below: This rental has a three-hour minimum, no half hours, and estimate rental should include set-up and clean-up time. For other considerations contact Administration. Fees are payable at time of reservation. Cancellations made at least two weeks prior to event will be refunded, less a \$45 administrative fee. Four-week notice required for use of facility after hours.

- Not-for-profit, open to the public meeting, facility open-----\$15/hr.; facility closed-----\$70/hr.
Not-for-profit, closed to the public meeting, facility open -----\$70/hr.; facility closed-----\$100/hr.
Not-for-profit private social parties/receptions, facility open-----\$130/hr.; facility closed-----\$250/hr.
For-profit users or organizations, open-to-the-public, facility open-----\$70/hr.; facility closed-----\$100/hr.
For-profit users, closed -to-the-public, or charge to attend, facility open-----\$130/hr.; facility closed-----\$175/hr.
For-profit private social parties/receptions, facility open-----\$300/hr.; facility closed-----\$350/hr.

Check for use with rental at NO CHARGE:

- Easel White Board w/ marker Podium with Mic Flipchart Other \_\_\_\_\_

Check for use of additional equipment, priced as "Per Use":

- Multiple Microphones - \$30 Wireless Microphone - \$30 Conference Phone - \$30
Laptop & Projector (projects on wall only) - \$30 Projector - \$30 ( Mac/ PC)

Please bring presentation on flash drive if renting library laptop and projector.

PAYMENTS ACCEPTED IN CASH, CHECK OR CREDIT CARDS.

TOTAL CHARGES \$ \_\_\_\_\_

PLEASE READ AND SIGN THE ATTACHED MEETING ROOM CHECKLIST. A COPY OF YOUR SIGNED APPLICATION WILL BE GIVEN TO YOU.

The undersigned hereby makes application to the Palos Verdes Library District for the use of the MC Community Room premises and certifies that the information given is correct. The undersigned further states that applicant has the authority to make this application and agrees that the applicant will assume all responsibility for any infraction of the rules and regulations as stated in the PALOS VERDES LIBRARY DISTRICT MEETING ROOM POLICY. Applicant assumes full responsibility for damage to or loss of equipment or furnishings. The undersigned has read and understands the Library Meeting Room Policy.

Signature of Responsible Party

Date

Print Name and Daytime Phone Number

Return signed copy to: Administration Office Palos Verdes Library District 701 Silver Spur Road, Rolling Hills Estates, CA 90274 (310) 377-9584 Ext 247/Fax: (310) 541-6807

- For Office Use Only: (initial all that apply)
paid
confirmed
no charge
approved by Director
approved by Facilities