



*WE CONNECT. WE INSPIRE. WE TRANSFORM. TOGETHER.*

**Meeting Room  
Policies and Procedures  
Manual**

Revised December 16, 2021

---

## 6020.0 Meeting Room Policies and Procedures

### 6020.1 Meeting Room Definition of Terms

The terms defined below are used to determine the appropriate fee reflected in the tables included in Policy No. 6020.7 (Meeting Room Schedule of Fees and Fee Policy).

- A. Facility Open/Facility Closed: The definition of “open” or “closed” varies with each facility. The hours reflected below are considered “open,” The remaining hours, not reflected, are considered “closed.”

1. Peninsula Center Library

Monday through Thursday	8:00am - 9:00pm
Friday	8:00am - 6:00pm
Saturday	10:00am - 5:00pm
Sunday	1:00pm - 5:00pm

Special accommodations may be made at the discretion of District management.

2. Malaga Cove Library

Monday through Thursday	10:00am - 6:00pm
Friday	2:00pm - 6:00pm
Saturday	10:00am - 5:00pm
Closed Sunday	

Special accommodations may be made at the discretion of District management.

3. Miraleste Library

Monday through Thursday	10:00am - 6:00pm
Friday	2:00pm - 6:00pm
Saturday	10:00am - 5:00pm
Closed Sunday	

Special accommodations may be made at the discretion of District management.

- B. Prime Time: “Prime Time” hours for any facility are all hours when the service desks are open to the public. All hours (open and closed) on Saturday and Sunday at Malaga Cove Library are considered Prime Time hours.

1. Not-for-profit individuals and groups, either local or non-local organizations or individuals may be in either of two categories:
  - a. Not-for-profit organizations as defined by the Federal Revenue Code 501(c)3, 501(e), 501(f), 501(k), and 501(n).
  - b. Individuals or groups not registered under the Federal Revenue Code may qualify for not-for-profit fee schedules under the following circumstances:
    - 1) The purpose of the meeting is educational or of general community interest, and there is no charge to attend; and
    - 2) The responsible person(s) or group does not solicit customers nor derive income associated with the subject of the meeting.
2. All other individuals and groups are considered to be “for-profit.”

### C.Meeting Open to Public/Closed to Public

1. Meetings are considered “open to the public” under the following guidelines:
  - a. Admission may not be restricted by the user, nor may any admission be charged or solicitation of funds takes place. However, not-for-profit users whose meeting is open to the public may accept voluntary donations to recover meeting costs.
  - b. Any literature publicizing the meeting must state that it is open to the public and there is no admission charge.
2. Meetings “closed to the public” are those meetings where admission is restricted by the user to members, ticket holders, invitees, etc., whether or not there is a charge to attend.

*Revised December 16, 2021*

### 6020.2 Meeting Room Rules - General

- A. The Peninsula Center Library Community Room, Paulson Conference Room, Purcell Meeting Room and the Malaga Cove Library Community Room, Schaeffer Art Gallery, Gallery Garden, Tower Room and the Miraleste Library Patio, Main Floor and Conference Room are available to community groups or organizations for meetings of a civic, cultural, charitable, intellectual or educational nature. This policy is in keeping with Article 6 of the Library Bill of Rights which the Board of Library Trustees has adopted: “Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.”

- B. The facilities are available at no charge to the following organizations:
1. Peninsula Friends of the Library;
  2. As a polling place for city and county agencies, with approval of the District Director;
  3. Meetings held by elected officials or staff of the four Peninsula cities or Unified School District, with approval of the District Director.
- C. The facilities are available for staff for personal use at the “Not-for-profit, open to the public meeting facility open” rate, with approval of the District Director. Staff shall abide by all rules and policies set forth by the District.
- D. Permission to use the meeting rooms is not transferable.
- E. The fact that a group is given permission to meet in the library in no way constitutes endorsement by Palos Verdes Library District or the Board of Library Trustees of the policies or beliefs of that group. Neither the name nor the address of the Palos Verdes Library District may be used as the official address or headquarters of an organization.
- F. The applicant agrees to hold the Palos Verdes Library District harmless and indemnifies Palos Verdes Library District with regard to any liability arising out of use of the premises. The applicant must execute an agreement in a form and substance approved by Palos Verdes Library District’s legal counsel reflecting the foregoing, among other terms and conditions.
- G. The applicant agrees to pay for any damages to property or equipment.
- H. Furniture is not to be moved outside it’s agreed upon set up. Failure to adhere to this policy will result in a \$50.00 fee.
- I. The District Director shall have authority regarding facility usage and interpretations of policy decisions. Appeals may be made in writing to the Board of Library Trustees.
- J. The ability to reserve meeting room facilities is limited to no more than once per week by the same organization, regardless of which facility is used, and to no more than two prime time slots in any one month. Special accommodations may be made at the discretion of District management.
- K. For profit and not-for-profit individuals or groups may reserve meeting rooms up to one year in advance.
- L. A written request for refunds must be submitted if the meeting is canceled. All fees (other than the non-refundable administrative fee) are refundable with two weeks or more notification.
- M. Sale of items is permitted only in accordance with Policy No. 6080.0.

- N. All public relations materials advertising an event (invitations, flyers, brochures, social media posts, etc.) must contain the official name and telephone number of the sponsor and must include the following statement: “This program is not sponsored by the Palos Verdes Library District,” unless the library has agreed to co-sponsor the event.
- O. Persons using the facilities must conform to all fire and safety regulations, including but not limited to maintaining open aisle space, abiding by occupancy limits, and no open flames.
- P. Private social affairs such as parties, receptions and celebrations require approval by the District Director or his/her designee.
- Q. Service of alcoholic beverages is allowed, with the following conditions:
  - 1. Alcoholic beverages may be served, but not sold, at Palos Verdes Library District sponsored events, programs or activities. Palos Verdes Library District personnel are not responsible for arranging transportation if someone is unable to drive.
  - 2. When Palos Verdes Library District is not the sponsor of an event, program or activity, the individual or group sponsor will be required to obtain special events insurance coverage with a minimum liability limit of \$1,000,000 with their own insurance carrier and provide a certificate of insurance naming Palos Verdes Library District as an additional insured.
  - 3. Sale of alcoholic beverages requires approval by District Director or the Board of Library Trustees and must comply with all applicable regulations and licensing requirements.
- R. Requests for use of the library facilities during library closed hours must be made 4 weeks in advance and approved in writing by the Facilities Manager.

*Revised November 13, 2003; Revised April 8, 2004; Revised December 14, 2006; Revised June 11, 2009; Revised; January 13, 2011; Revised February 9, 2012; Revised April 19, 2012; Revised November 15, 2012; Revised July 17, 2014; Reviewed September 17, 2015; Revised June 16, 2016; Revised September 15, 2016; Revised February 16, 2017; Revised February 21, 2019; Revised December 16, 2021*

### 6020.3 Meeting Room Rules - Peninsula Center Library

In addition to those rules listed in Policy No. 6020.2 (Meeting Room Rules - General), the following rules apply to Peninsula Center Library:

- A. The capacity for each meeting room at the Peninsula Center Library is as follows:
  - 1. Community Room
    - Standing – 200 people
    - Seating – 100 people
    - Tables with Chairs – 60 people

2. Purcell Meeting Room
    - Standing – 60 people
    - Seating – 40 people
    - Tables with Chairs – 20 people
  3. Paulson Conference Room
    - Seating – 20 people
- B. Refreshments may only be served from, but not prepared in, the serving kitchen adjacent to the Community Room at Peninsula Center Library. Both rooms must be returned to the condition in which they were found. Failure to clean up will result in a \$75 per hour charge for cleanup time, with a minimum of one-hour charge, and possible restriction from future meeting room use.
- C. Refreshments may be served in the Purcell Meeting Room and the Paulson Conference Room at Peninsula Center Library. Spills on the carpet must be immediately reported to library staff.

*Revised December 16, 2021*

#### 6020.4 Meeting Room Rules - Malaga Cove Library

In addition to those rules listed in Policy No. 6020.2 (Meeting Room Rules - General), the following rules apply to Malaga Cove Library:

- A. The Schaeffer Art Gallery, located on the lower level of the library, may be used as a meeting room and includes full access to the Gallery Garden. It can provide theater-style seating for up to 70 persons, or 100 if you include the Garden, and seating at tables for up to 36 persons. A small kitchen is available. Refreshments may be served from, but not prepared in, the serving kitchen.
- B. The Community Room at Malaga Cove Library may be used as a meeting room. Maximum capacity for this room is up to 50 persons seated, depending on room set-up, or 112 standing. A small kitchen is available. Refreshments may be served from, but not prepared in, the serving kitchen.
- C. The Gallery Garden, located outside the Schaeffer Art Gallery, may be used as a meeting room. The historically restored garden provides outdoor event space that can accommodate 120 people seated theater-style or 72 seated at tables. The Gallery Garden is only available with the rental of the Schaeffer Art Gallery. Tables and chairs are available on a limited basis. Easels must be provided by the group or individual renting the space. There are no refunds for inclement weather unless the event is canceled at least three days in advance.
- D. The Tower Room may be used as a meeting room that accommodates up to 9 people. If the balcony that runs around the Tower Room is used, the capacity increases to 12.

- E. Refreshments may be served from, but not prepared in, the serving kitchen adjacent to the Community Room and Schaeffer Art Gallery at Malaga Cove Library. Both rooms must be returned to the condition in which they were found. Failure to clean up will result in a \$75 per hour charge for cleanup time, with a minimum of one-hour charge, and possible restriction from future meeting room use.
- F. Parking is available, including two handicapped parking spaces and two staff parking spaces. The staff parking spaces must be kept clear during library open hours.
- G. When the Schaeffer Art Gallery is reserved for a meeting at the same time there is an art exhibit, the meeting has precedence over the exhibit and may preclude the availability to view art.
- H. The renting party will be responsible for any and all damages caused to the displayed artwork during the party's event. Recuperation of any costs associated with damages must be arranged between the renting party and the owner of the artwork.

*Revised December 16, 2021*

#### 6020.5 Meeting Room Rules - Miraleste Library

In addition to those rules listed in Policy No. 6020.2 (Meeting Room Rules - General), the following rules apply to Miraleste Library:

- A. Main area of the library can hold approximately 75 people.
- B. All uses outside of Miraleste Library open hours require approval by the Branch Manager and Facilities Manager.
- C. A small staff kitchen is available for refreshments. Refreshments may be served from, but not prepared in, the serving kitchen.
- D. The room must be returned to the condition in which it was found. Failure to clean up will result in a \$75 per hour charge for cleanup time, with a one-hour minimum charge, and possible restriction from future meeting room use.
- E. The Miraleste Library Patio may be used as a meeting room. The Patio is located next to the Miraleste Library and provides outdoor event space that is shaded from the sun. It can accommodate 65-80 persons seated theater-style in chairs with the use of the installed benches. After hours' use is only available if the library is also being rented. Folding tables (6 maximum) and chairs (36 maximum) are available for events with prior notice and approval. There are no refunds for inclement weather unless the event is canceled at least three days in advance.

*Revised December 16, 2021*

#### 6020.6 Meeting Room Application Procedures

- A. Applications for use of meeting room facilities shall be made through the Administration Office at Peninsula Center Library. Information and applications may

be obtained by calling (310) 377-9584, extension 247, or by visiting Palos Verdes Library District's website at <http://www.pvld.org/services/rooms>.

- B. Applications must be signed by a responsible adult officer or member of the sponsoring organization, or by the individual renting the room. It is the responsibility of the person who submits the application to be aware of these policies and communicate them to individuals using the library meeting room facilities. If a change in the person responsible for the meeting occurs, the Administration Office at Peninsula Center Library must be notified immediately.
- C. Applications will be processed in the order received. Reservations are accepted upon receipt of a completed application accompanied by full payment of all applicable fees.
- D. All equipment requests must be indicated on the meeting room application. A list of available equipment at each location is listed on the application form. If the equipment is not requested in the application, Palos Verdes Library District cannot guarantee its availability.
- E. A separate application must be completed for each meeting scheduled.
- F. Full payment is due with the application and may be made by cash, check or credit card. Checks should be made payable to the Palos Verdes Library District. Payment should be mailed or brought to: Administration Office, Palos Verdes Library District, 701 Silver Spur Road, Rolling Hills Estates, California 90274. Credit card payments may be accepted in person or by phone.

#### 6020.7 Meeting Room Schedule of Fees and Fee Policy

Fees are based on a three-hour minimum. Exceptions may be made at the discretion of District management. Fees will be charged in full hour increments, and not reduced for partial-hour use. Estimated hours should include set-up and clean-up time. Fees are payable at time of reservation (no exceptions). Cancellations made at least two weeks prior to the event will be refunded, less an administrative fee as noted below. The first three hours of the local not-for-profit user fee is considered an administrative fee and is forfeited upon cancellation or change of date of meeting. For-profit fees include a \$60 administrative fee for rental of the Community Room. The Purcell Meeting Room, Paulson Conference Room, and the Tower Room are rented on an hourly basis. The first hour of rental is considered an administrative fee as follows: \$15 administrative fee for rental of the Purcell Meeting Room, and a \$10 fee for rental of the Paulson Conference Room and the Tower Room. \*

\*Exception: The District Director may, at his/her discretion, authorize a refund to not-for-profit organizations if a written request is made at least two months before the scheduled meeting date.

Users who fail to vacate any Palos Verdes Library District meeting room at the required time will be charged an additional fee equal to one hour at the "facility closed" rate for every 30 minutes or fraction thereof of overage. Failure to pay the additional fee may result in loss of privileges to use Palos Verdes Library District meeting rooms by the violating group or individual.



**FACILITY OPEN:**

**PENINSULA CENTER COMMUNITY ROOM**

**Not-For-Profit Users**

Not-for-profit open to the public meetings-----	\$ 20/hour, minimum 3 hours
Not-for-profit closed to the public meetings-----	\$ 75/hour, minimum 3 hours
Not-for-profit private memorial services-----	\$130/hour, minimum 3 hours
Not-for-profit private social parties/receptions-----	\$130/hour, minimum 3 hours*

**\*Requires approval by District Director or his/her designee**

**For-Profit Users**

For-profit, open to the public, no charge to attend-----	\$ 75/hour, minimum 3 hours
For-profit, closed to the public or charge to attend-----	\$135/hour, minimum 3 hours
For profit private social parties/receptions (other than weddings) -----	\$300/hour, minimum 3 hours*
Weddings -----	\$450/hour, minimum 3 hours*

**\*Requires approval by District Director or his/her designee**

**Room Set-up Fees**

There will be no charge for room set-up of any one of the four diagrams shown on the application form. There is a \$30 charge for custom set-up other than those shown on the application form.

**PENINSULA CENTER PURCELL MEETING ROOM  
NOTE: ONLY AVAILABLE DURING LIBRARY OPEN HOURS**

**Not-For-Profit Users**

Not-for-profit open to the public meetings-----	\$ 15/hour, minimum 1 hour
Not-for-profit closed to the public meetings-----	\$ 70/hour, minimum 1 hour

**For-Profit Users**

For-profit, open to the public, no charge to attend-----	\$ 70/hour, minimum 1 hour
For-profit, closed to the public or charge to attend-----	\$130/hour, minimum 1 hour

**Room Set-up Fees**

There will be no charge for room set-up of any one of the diagrams shown on the application form. There is a \$30 charge for custom set-up other than those shown on the application form.

**PENINSULA CENTER PAULSON CONFERENCE ROOM  
AND MALAGA COVE LIBRARY TOWER ROOM**

Not-For-Profit Users

Not-for-profit open to the public meetings-----	\$ 10/hour, minimum 1 hour
Not-for-profit closed to the public meetings-----	\$ 30/hour, minimum 1 hour

For-Profit Users

For-profit, open to the public meetings, no charge to attend-----	\$ 30/hour, minimum 1 hour
For-profit, closed to the public or charge to attend meetings-----	\$ 60/hour, minimum 1 hour

**MALAGA COVE LIBRARY COMMUNITY ROOM AND SCHAEFFER ART GALLERY**

Not-For-Profit Users

Not-for-profit open to the public meetings-----	\$ 15/hour, minimum 3 hours
Not-for-profit closed to the public meetings-----	\$ 70/hour, minimum 3 hours
Not-for-profit private memorial services-----	\$130/hour, minimum 3 hours
Not-for-profit private social parties/receptions-----	\$130/hour, minimum 3 hours*

**\*Requires approval by District Director or his/her designee**

For-Profit Users

For-profit, open to the public, no charge to attend-----	\$ 70/hour, minimum 3 hours
For-profit, closed to the public or charge to attend-----	\$130/hour, minimum 3 hours
For profit private social parties/receptions (other than weddings) -----	\$300/hour, minimum 3 hours*
Weddings -----	\$450/hour, minimum 3 hours*

**\*Requires approval by District Director or his/her designee**

Room Set-up Fees

There will be no charge for room set-up of any one of the diagrams shown on the application forms. There is a \$30 charge for custom set-up other than those shown on the application forms.

**FACILITY CLOSED:**

**PENINSULA CENTER COMMUNITY ROOM**

Not-For-Profit Users

Not-for-profit, open to the public meetings-----	\$ 75/hour, minimum 3 hours
Not-for-profit, closed to the public meetings-----	\$100/hour, minimum 3 hours
Not-for-profit private social parties/receptions-----	\$250/hour, minimum 3 hours*

**\*Requires approval by District Director or his/her designee**

For-Profit Users

For-profit users, open to the public, no charge to attend-----	\$100/hour, minimum 3 hours
For-profit users, closed to the public or charge to attend-----	\$175/hour, minimum 3 hours
For profit private social parties/receptions (other than weddings) -----	\$300/hour, minimum 3 hours*
Weddings -----	\$450/hour, minimum 3 hours*

**\*Requires approval by District Director or his/her designee**

**MALAGA COVE LIBRARY COMMUNITY ROOM AND SCHAEFFER ART GALLERY**

Not-For-Profit Users

Not-for-profit, open to the public meetings-----	\$ 70/hour, minimum 3 hours
Not-for-profit, closed to the public meetings-----	\$100/hour, minimum 3 hours
Not-for-profit private social parties/receptions-----	\$250/hour, minimum 3 hours*

**\*Requires approval by District Director or his/her designee**

For-Profit Users

For-profit users, open to the public, no charge to attend-----	\$100/hour, minimum 3 hours
For-profit users, closed to the public or charge to attend-----	\$175/hour, minimum 3 hours
For profit private social parties/receptions (other than weddings) -----	\$300/hour, minimum 3 hours*
Weddings -----	\$450/hour, minimum 3 hours*

**\*Requires approval by District Director or his/her designee**

**PENINSULA CENTER PAULSON CONFERENCE ROOM  
AND MALAGA COVE LIBRARY TOWER ROOM**

Not-For-Profit Users

Not-for-Profit, open to the public meetings-----	\$ 50/hour, minimum 1 hour
Not-for-Profit, closed to the public meetings-----	\$ 75/hour, minimum 1 hour

For-Profit Users

For-profit, open to the public, no charge to attend-----	\$ 60/hour, minimum 1 hour
For-profit users, closed to the public or charge to attend-----	\$ 90/hour, minimum 1 hour

**FACILITY OPEN:**

**MALAGA COVE LIBRARY GALLERY GARDEN  
AND MIRALESTE LIBRARY PATIO**

*Not-For-Profit Users*

Not-for-profit open to the public meetings-----	\$ 15/hour, minimum 3 hours
Not-for-profit closed to the public meetings-----	\$ 70/hour, minimum 3 hours
Not-for-profit private memorial services-----	\$130/hour, minimum 3 hours
Not-for-profit private social parties/receptions-----	\$130/hour, minimum 3 hours*

**\*Requires approval by District Director or his/her designee**

*For-Profit Users*

For-profit users, open to the public, no charge to attend-----	\$ 70/hour, minimum 3 hours
For-profit users, closed to the public or charge to attend-----	\$130/hour, minimum 3 hours
For profit private social parties/receptions (other than weddings) -----	\$300/hour, minimum 3 hours*
Weddings -----	\$450/hour, minimum 3 hours*

**\*Requires approval by District Director or his/her designee**

*Room Set-up Fees*

There will be no charge for room set-up of any one of the diagrams shown on the application forms.  
There is a \$30 charge for custom set-up other than those shown on the application forms.

**FACILITY CLOSED:**

**MALAGA COVE LIBRARY GALLERY GARDEN  
AND MIRALESTE LIBRARY PATIO**

*Not-For-Profit Users*

Not-for-profit, open to the public meetings-----	\$ 70 /hour, minimum 3 hours
Not-for-profit, closed to the public meetings-----	\$100/hour, minimum 3 hours
Not-for-profit private social parties/receptions-----	\$250/hour, minimum 3 hours*

**\*Requires approval by District Director or his/her designee**

*For-Profit Users*

For-profit users, open to the public, no charge to attend-----	\$100/hour, minimum 3 hours
For-profit users, closed to the public or charge to attend-----	\$175/hour, minimum 3 hours
For profit private social parties/receptions (other than weddings) -----	\$300/hour, minimum 3 hours*
Weddings -----	\$450/hour, minimum 3 hours*

**\*Requires approval by District Director or his/her designee**

**MIRALESTE LIBRARY – MAIN LIBRARY AREA**  
**NOTE: ONLY AVAILABLE WHEN LIBRARY IS CLOSED**

Not-For-Profit Users

Not-for-profit, open to the public meetings-----	\$ 70/hour, minimum 3 hours*
Not-for-profit, closed to the public meetings-----	\$100/hour, minimum 3 hours*
Not-for-profit private social parties/receptions-----	\$250/hour, minimum 3 hours*

**\*Requires approval by District Director or his/her designee**

For-Profit Users

For-profit users, open to the public-----	\$100/hour, minimum 3 hours*
For-profit users, closed to the public-----	\$175/hour, minimum 3 hours*
For profit private social parties/receptions (other than weddings) -----	\$300/hour, minimum 3 hours*
Weddings -----	\$450/hour, minimum 3 hours*

**\*Requires approval by District Director or his/her designee**

*Revised November 13, 2003; Revised April 8, 2004; Revised December 14, 2006; Revised June 11, 2009; Revised; January 13, 2011; Revised February 9, 2012; Revised April 19, 2012; Revised November 15, 2012; Revised July 17, 2014; Reviewed September 17, 2015; Revised June 16, 2016; Revised September 15, 2016; Revised April 19, 2018; Revised December 16, 2021*

6020.8 Room Set-up and Cleaning Fees

There will be no charge for room set-up of any one of the standard configurations shown on the application forms. There is a \$30 charge for custom set-up other than those shown on the application forms.

Private social events are subject to a refundable \$300 cleaning deposit.

*Adopted April 19, 2012; Revised September 17, 2015*

6020.9 Equipment Available at Various Locations and Fee Schedule

- A. In addition to the administrative fee and the usage fees, library equipment may be rented based on the following schedule in Table 1.
- B. There will be a \$25.00 refundable deposit on certain equipment listed in Table 1 below.
- C. If the equipment is not requested in the application, Palos Verdes Library District cannot guarantee its availability.
- D. Users requesting piano tuning other than that regularly scheduled by Palos Verdes Library District shall reimburse Palos Verdes Library District in advance in the amount of \$125 per tuning. Piano tuning shall be performed by the Palos Verdes Library District's authorized technician only.

*Revised September 17, 2015; Revised December 16, 2021*

**TABLE 1**

**EQUIPMENT AVAILABLE AT EACH FACILITY  
AND FEE SCHEDULE**

EQUIPMENT	CHARGE	REFUND- ABLE DEPOSIT	LOCATION			
			Peninsula Center: Community Room  Purcell Meeting Room	Peninsula Center:  Paulsen Conference Room	Malaga Cove Library:  Community Room Schaeffer Art Gallery  Garden  Tower Room	Miraleste Library:  Main Floor: Conference Room  Patio
Piano	\$35	None	X Community Room Only			
Projector Remote	\$30	\$25	X	X	X (Except Garden)	X (Except Patio)
DVD & Projector	\$30	\$25	X	X	X (Except Garden)	X (Except Patio)
Laptop	\$30	\$25	X	X	X (Except Garden)	X (Except Patio)
Wireless Microphone	\$15	\$25	X Community Room Only		X	X (Except Conference Room and Patio)
Multiple Microphones	\$30	\$25	X Community Room Only		X (Except Tower Room)	X (Except Conference Room and Patio)
Flip Chart	\$15	None	X	X	X	X
White Board	No Charge	None	X	X	X	X
Podium w/Microphone	No Charge	None	X Community Room Only		X (Except Tower Room)	Microphone, but no podium
One Easel	No Charge	None	X	X	X	X
Conference Phone	\$30	None	X	X		

6020.10 PVLD Facility and Meeting Room Set-Up

- A. Standard meeting room set-ups are available for selection (refer to meeting room application forms for set-up diagrams). The room set-up will be arranged by Palos Verdes Library District staff in advance of scheduled meeting times.
- B. A customized set-up for a special event may be requested for an extra fee of \$40 per labor hour. If a customized set-up is requested, a diagram of the facility space must be provided with the application at least 20 days prior to the event, and must be approved by District management.
- C. Palos Verdes Library District cannot guarantee staff will be available to assist with changes in set-ups requested 24 hours or less prior to the scheduled meeting time.
- D. Users may be required to use existing set-up if multiple meetings are scheduled back-to-back.

*Revised July 13, 2000; Reviewed June 13, 2002; Revised September 14, 2006; Revised June 11, 2009; Revised April 19, 2012; Reviewed September 17, 2015; Revised December 16, 2021*