

PALOS VERDES LIBRARY DISTRICT

APPLICATION FOR USE OF THE **MIRALETE LIBRARY – MAIN FLOOR**

29089 Palos Verdes Drive East, Rancho Palos Verdes, CA (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 estimated rental should include set-up and clean-up time. For other considerations contact the Administration Office.** 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 closed-----\$70/hr.
- Not-for-profit, closed to the public meeting, facility closed -----\$100/hr.
- Not-for-profit private social parties/receptions, facility closed-----\$250/hr.
- For-profit users or organizations, open-to-the-public, facility closed-----\$100/hr.
- For-profit users, closed -to-the-public, or charge to attend, facility closed-----\$175/hr.
- For-profit private social parties/receptions, 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 - \$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 Miraleste Library and certifies that the information given is correct. The undersigned further states that they have 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	For Office Use Only: (initial all that apply)
	Palos Verdes Library District	
	701 Silver Spur Road, Rolling Hills Estates, CA 90274	<input type="checkbox"/> paid _____
	(310) 377-9584 Ext 247/Fax: (310) 541-6807	<input type="checkbox"/> confirmed _____
		<input type="checkbox"/> no charge _____
		<input type="checkbox"/> approved by Director _____
		<input type="checkbox"/> approved by Facilities _____