PALOS VERDES LIBRARY DISTRICT
APPLICATION FOR USE OF THE MIRALESTE LIBRARY – MAIN FLOOR
29089 Palos Verdes Drive East, Rancho Palos Verdes, CA (310) 377-9584 x247

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)

PAYMENTS ACCEPTED IN CASH, CHECK OR CREDIT CARDS. TOTAL CHARGES $________________________

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

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

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