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

Organization	Date of Application:			
Purpose of Meeting	Expected Attendance:			
				1
Day of Week	Date of Event		Time	to
Contact Person	Email			Total # of hours:
Address		City, State	e, Zip	
Business Telephone: ()		Home: ()	
time. For other considerat least two weeks prior to ev hours.	ntal has a three-hour minimum, no ha ions contact the Administration Office ent will be refunded, less a \$45 admini	Fees are payal strative fee. Fo	ole at time of reserva our-week notice requi	tion. Cancellations made at red for use of facility after
□ Not-for-profit, open to the public meeting, facility closed				
□ Not-for-profit, closed to the public meeting, facility closed				
□ 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 soci	al parties/receptions, facility closed		\$3	350/hr.
Check for use with rental a	at NO CHARGE:			
☐ Easel ☐ White Board	w/ marker	☐ Flipchart	□ Other	
Check for use of additiona	l equipment, priced as "Per Use":			Please bring presentation
☐ Multiple Microphones - \$30 ☐ Wireless Microphone - \$30 ☐ Conference			hone - \$30	flash drive if renting libra
☐ Laptop & Projector - \$30				laptop and projector.
PAYMENTS ACCEPTED II	N CASH, CHECK OR CREDIT CARDS.		TOTAL CHARGES \$	
given is correct. The undersig responsibility for any infraction	PLEASE READ AND SIGN THE ATTA A COPY OF YOUR SIGNED APPL es application to the Palos Verdes Library D ned further states that they have the author n of the rules and regulations as stated in t damage to or loss of equipment or furnish	ICATION WILL B istrict for the use ority to make this he PALOS VERDES	SE GIVEN TO YOU. of the Miraleste Library application and agrees of LIBRARY DISTRICT MEE	that the applicant will assume all TING ROOM POLICY. Applicant
Signature of Responsible Party Date		Print Na	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	