**PALOS VERDES LIBRARY DISTRICT**  
**APPLICATION FOR USE OF THE PENINSULA CENTER LIBRARY - COMMUNITY ROOM**  
701 Silver Spur Road, Rolling Hills Estates, CA  90274 (310) 377-9584 x 247

<table>
<thead>
<tr>
<th>Organization</th>
<th>Date of Application:</th>
<th>Purpose of Meeting</th>
<th>Expected Attendance:</th>
</tr>
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<tr>
<th>Day of Week</th>
<th>Date of Event</th>
<th>Time to</th>
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<tr>
<th>Contact Person</th>
<th>Total # of hours:</th>
</tr>
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<table>
<thead>
<tr>
<th>Address</th>
<th>City, State, Zip</th>
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<table>
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<tr>
<th>Business Telephone:</th>
<th>Home:</th>
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Check One Below: FEES ARE BASED ON A THREE HOUR MINIMUM. NO HALF HOURS. ESTIMATED HOURS SHOULD INCLUDE SET-UP AND CLEAN-UP TIME. Fees are payable at time of reservation. There will be no exceptions. Cancellations made at least two weeks prior to event will be refunded, less a $60 administrative fee. Four-week notice required for use of facility after hours.

- ☐ Not-for-profit, open to the public meeting, facility open---------$20/hr.; ☐ facility closed-----------------------$75/hr.
- ☐ Not-for-profit, closed to the public meeting, facility open---------$75/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---------$75/hr.; ☐ facility closed-----------------------$100/hr.
- ☐ For-profit users, closed to the public, or charge to attend, facility open---------$135/hr.; ☐ facility closed-----------------------$175/hr.
- ☐ For-profit private social parties/receptions, facility open---------$300/hr.; ☐ facility closed-----------------------$350/hr.
- ☐ Weddings-----------------------------------------------------------------------$450/hr. (three-hour minimum plus security deposit)

Check all that apply (rental of equipment is priced as “Per Use”): **Please bring your presentation on a flash drive when renting the laptop and projector**

- ☐ Wireless Microphone - $30  ☐ Dry Erase Marker - $1  ☐ Piano - $35
- ☐ Laptop & Projector - $30  ☐ Conference Phone - $30  ☐ Flip Chart - $15  ☐ Multiple Microphones - $30
- ☐ Equipment Deposit - $25/ Received _______________________________ Returned ________________________________

(Use of the following Items at NO CHARGE): ☐ Easel  ☐ White Board  ☐ Other ________________________________

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

**PLEASE READ AND SIGN THE ATTACHED COMMUNITY ROOM POLICY.**  
**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 Community Room premises and certifies that the information given is correct. The undersigned further states that he/she 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 COMMUNITY ROOM POLICY. He/she assumes full responsibility for damage to or loss of equipment or furnishings. The undersigned has read and understands the Library Community Room Policy.

Signature of Responsible Party: ________________________________ Date: ________________ Print Name and Daytime Phone Number: ________________________________

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

For Office Use Only: (initial all that apply)
- ☐ paid __________________________
- ☐ confirmed____________________
- ☐ no charge_____________________
- ☐ approved by Director___________
- ☐ approved by Facilities___________

11-17