**Application for Use of the Peninsula Center Library – Purcell Meeting 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>
</tr>
</thead>
<tbody>
<tr>
<td>Purpose of Meeting</td>
<td>Expected Attendance:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Day of Week</th>
<th>Date of Event</th>
<th>Time</th>
<th>to</th>
</tr>
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<table>
<thead>
<tr>
<th>Contact Person</th>
<th>Total # of hours:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>City, State, Zip</td>
</tr>
<tr>
<td>Business Telephone: ( )</td>
<td>Home: ( )</td>
</tr>
</tbody>
</table>

Check One Below: FEES BASED ON AN HOURLY RATE. 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 are refunded, less a $15 administrative fee.

THE PURCELL MEETING ROOM IS ONLY AVAILABLE DURING LIBRARY OPEN HOURS (Mon-Thurs 9:00 am – 8:00 pm; Friday 9:00 am – 6:00 pm; Saturday 10:00 am – 5:00 pm & Sunday 1:00 pm – 5:00 pm)

- [ ] Not-for-profit, open to the public meeting------------------------$15/hour
- [ ] Not-for-profit, closed to the public meeting --------------------- $70/hour
- [ ] For-profit users or organizations, open-to-the-public------------$70/hour
- [ ] For-profit users, closed to the public, or charge to attend------$130/hour

Check all that apply (equipment rental priced as “Per Use”):

- [ ] Dry Erase Marker - $1
- [ ] Flip Chart - $15
- [ ] Laptop & Projector - $30

(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 MEETING 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 Purcell Meeting 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 MEETING ROOM POLICY. He/she assumes full responsibility for damage to or loss of equipment or furnishings. The undersigned has read and understands the Meeting 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 ____________

11/16