# Placentia Library District

411 East Chapman Avenue, Placentia CA 92870
Community Meeting Room 714-528-1906 Extension 205 (max. capacity 136)
ldeleon@placentialibrary.org

*The vision of the Placentia Library is to inspire exploration open minds and bring people together*

## EVENT RESERVATION FORM

Event: _____ Today's Date _____

Contact person: _____

Phone number: _____

E-mail address: _____

Estimated attendance count _____

Event Date: _____ Event start time_____ Event finish time_____ Total hours _____

***FEES:***

| | | |
|---|---|---|
| Private Organizations | $35.00 per hour | _____ |
| Non-Profit (please attach a copy of Non-Profit Status) | $20.00 per hour | _____ |
| Non-Profit Status #_____ | | |
| Room set-up | $20.00 per hour | _____ |
| Yes_____ No_____ (room diagram on reverse side of application) | | |
| Library after hours fee | $25.00 per hour | _____ |
| Refundable deposit/Cleaning Fee (**separate check required**) | $50.00 | X |

***Equipment:***

| | |
|---|---|
| Projector | $15.00 _____ |
| Santa Chair | $25.00 _____ |

***No Charge:***

| | | | |
|---|---|---|---|
| i-Pod | _____ | Writing Board (requires special markers) | _____ |
| Lap Top | _____ | 2 flags (American and State Flag) | _____ |
| Kitchenette | _____ | **(100)** Chairs: _____ **(15, 8ft.)** Tables: | _____ |
| 1 Lectern | _____ | Sound System | _____ |

| | |
|---|---|
| Total Due: | _____ |
| Deposit: | $50.00 |
| Balance Due: | _____ |

Comments:_____

_____

_____

_____

*For staff only: please indicate the location of the event in the comments section if outside the Community Meeting Room *

By signing the application I am deemed an official representative of the group, and liable for any damage to the library and facilities, or any financial responsibility.

X_____ _____ _____

Signature Print Name Date

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