



# Placentia Library District

411 East Chapman Avenue, Placentia CA 92870  
Community Meeting Room 714-528-1906 Extension 200 (max. capacity 68)  
[administration@placentialibrary.org](mailto:administration@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: \_\_\_\_\_

Event Date: \_\_\_\_\_  
Estimated attendance: \_\_\_\_\_ (max. capacity 68)

Rental Time:  
Begin Set Up: \_\_\_\_\_ End Clean Up: \_\_\_\_\_  
Event Start: \_\_\_\_\_ Event End: \_\_\_\_\_ Total Hours: \_\_\_\_\_

### **FEES:**

Non-profit Resident (attach a copy of Non-Profit Status)	\$35.00 per hour	_____
Non-Profit Non-Resident (attach a copy of Non-Profit Status)	\$50.00 per hour	_____
Private/For Profit Resident	\$75.00 per hour	_____
Private/For Profit Non-Resident	\$100.00 per hour	_____
Room set-up or breakdown (cost is per set-up or breakdown)	\$35.00	_____
Yes _____ No _____		
Library after hours fee	\$40.00 per hour	_____
Refundable deposit/Cleaning Fee ( <b>separate check required</b> )	\$100.00	<b>X</b>

### **Equipment:**

Projector ----- \$15.00 \_\_\_\_\_

**No Charge:** rental fee includes access to items below. General set-up is four tables set up in a square with 12 seats. If more tables and chairs needed, please indicate the amount below.

- 2 flags (American and State Flag)
- Kitchenette
- 1 Lectern
- Sound System
- Chairs (**68 available**): \_\_\_\_\_
- Tables, 8ft long (**15 available**): \_\_\_\_\_

Total Due: \_\_\_\_\_  
Deposit Check: \$100.00

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date