



Placentia Library District

411 East Chapman Avenue, Placentia CA 92870
Community Meeting Room 714-528-1906 Extension 200 (max. capacity 68)
administration@placentialibrarydistrict.ca.gov

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

MEETING ROOM 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: Yes _____ No _____	\$35.00	_____
Room breakdown: Yes _____ No _____	\$35.00	_____
Library after hours fee	\$40.00 per hour	_____
Refundable deposit/Cleaning Fee (separate check required)	\$100.00	X
For additional fees, please see Policy 6035 – Fee Schedule.		

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