



Placentia Library District

411 East Chapman Avenue, Placentia CA 92870

714-528-1906 Extension 200

administration@placentialibrarydistrict.ca.gov

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

OUTDOOR LEARNING EXPERIENCE RESERVATION FORM

Event: _____ Today's Date: _____

Contact person: _____

Phone number: _____

E-mail address: _____

Event Date: _____

Estimated attendance: _____ (max. capacity 80)

Rental Time: _____

Begin Set Up: _____

End Clean Up: _____

Event Start: _____

Event End: _____

Total Hours: _____

FEES:

Resident	\$75.00 per hour	_____
Non-profit (attach a copy of Non-Profit Status)	\$100.00 per hour	_____
Non-Resident / Private Use	\$200.00 per hour	_____
After Hours Flat Rate (up to 4 hours)	\$500 Resident	_____
	\$700 Non-Profit	_____
	\$1,000 Non-Resident / Private Use	_____
Room set-up: Yes _____ No _____	\$35.00	_____
Room breakdown: Yes _____ No _____	\$35.00	_____
Staff Support (required for after hours rental)	\$50.00 per hour, per staff member	_____
Refundable deposit/Cleaning Fee (separate check required)	\$100.00	X
For additional fees, please see Policy 6035 – Fee Schedule.		

No Charge: rental fee includes access to items below.

- Audio system
- General set-up includes the items listed below, which cannot be removed from the space:
 - 2 round tables
 - 2 picnic tables with parasols
 - 14 Adirondack chairs
 - 6 benches
 - 4 swinging egg chairs
- If more tables and chairs are needed, please indicate the amount below.
 - White plastic chairs (**68 available**): _____
 - White plastic 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