



Placentia Library District
 411 East Chapman Avenue, Placentia CA 92870
 Community Meeting Room 714-528-1906 Extension 205 (max. capacity 136)
 Laura De Leon Meeting Room Coordinator; 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 or breakdown	\$20.00	_____
Yes _____ No _____ (cost is per set-up or breakdown)		
Library after hours fee	\$25.00 per hour	_____
Refundable deposit/Cleaning Fee (separate check required)	\$50.00	<u> X </u>

Equipment:

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

No Charge: Please indicate the number of chairs and tables below.

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 Check: \$50.00

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