

**EL SEGUNDO PUBLIC LIBRARY  
MEETING ROOM APPLICATION**

**MEETING ROOMS MAY BE RESERVED UP TO THREE MONTHS IN ADVANCE**  
**Effective October 31, 2011- Library hours: Monday thru Thursday, 9:00 a.m. to 9:00 p.m.;**  
**Saturday, 10:00 a.m. to 5:00 p.m.; Friday and Sunday- Closed**

**APPLICATION PROCESS:**

Rooms will be reserved on a first-come, first-served basis and advance reservation and payment must be received **at least three days prior** to the meeting date. Tentative reservations may be made by telephone but cannot be confirmed until the application has been approved by the Library Director and room fees have been received. Cancellations and booking changes made **two days prior** to the meeting date will be subject to forfeiture of room fee.

**Facility #1: Friends of the Library Meeting Room - Maximum Capacity: 111**

**\*Room Charges:** For Non-Profit Organizations: **Flat Rate of \$10.00 per meeting**  
 For Profit Organizations: **\$30.00 per hour**  
 For Non-El Segundo Government Agencies: **\$10.00 per meeting**  
 For El Segundo-related Government Agencies: **Fee Waived**  
*(Provided the event is directly affiliated with and attended by an El Segundo Council Member or a staff member)*

**Facility #2: Gazebo (Capacity – 8) and Rose Garden (Capacity – 6) Meeting Rooms**

These rooms can be divided into two rooms or used as one larger room. No extra cost to use as one large room. \*Same Rates as above.

<b>Check One:</b>	<input type="checkbox"/> Profit	<input type="checkbox"/> Non-El Segundo Government Agencies
	<input type="checkbox"/> Non-Profit	<input type="checkbox"/> El Segundo-related Government Agencies
Meeting Room Name: _____		
Date of Meeting _____ Anticipated Attendance _____		
Meeting Room reserved from _____ a.m./p.m. to: _____ a.m./p.m.		
Subject or Purpose of Meeting		
_____		
Name of Organization	Address/City/State/Zip	Telephone Number
_____	_____	_____
Name & Title of Applicant	Address/City/State/Zip	Telephone Number
_____	_____	_____

**EQUIPMENT NEEDED:** Please Check All That Apply– **Free with Cost of Room**

- |   |  |
|---|--|
| <input type="checkbox"/> Podium (Friends of the Library Room only)  | <input type="checkbox"/> Microphone (Friends of the Library Room Only)         |
| <input type="checkbox"/> Screen (Friends of the Library Room Only)  | <input type="checkbox"/> CD/Cassette Player (Friends of the Library Room Only) |
| <input type="checkbox"/> Overhead Projector   | <input type="checkbox"/> Television (Friends of the Library Room Only)         |
| <input type="checkbox"/> Built-in Video Projector System  | <input type="checkbox"/> Data Connection                                       |
| <input type="checkbox"/> Kitchen (Friends of the Library Room Only): We require a \$30 Refundable Cleaning Deposit (SEPARATE CHECK) when food and beverages are brought in. |  |

**Total Amount Due: \$ \_\_\_\_\_ Check Number \_\_\_\_\_ Cash \_\_\_\_\_**

**PLEASE MAKE CHECK(S) PAYABLE TO: CITY OF EL SEGUNDO**

**MAIL TO: El Segundo Public Library, 111 W. Mariposa Ave., El Segundo, CA 90245**

**MEETING ROOM SET-UPS ARE THE RESPONSIBILITY OF THE APPLICANT. TIME REQUIRED FOR ROOM PREPARATIONS PRIOR TO AN EVENT AND CLEAN UP FOLLOWING AN EVENT MUST BE INCLUDED IN THE TIME BOOKED.**