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.

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<tr>
<th>Check One:</th>
<th>Profit</th>
<th>Non-Profit</th>
<th>Non-El Segundo Government Agencies</th>
<th>El Segundo-related Government Agencies</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>Name of Organization</th>
<th>Address/City/State/Zip</th>
<th>Telephone Number</th>
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<table>
<thead>
<tr>
<th>Name &amp; Title of Applicant</th>
<th>Address/City/State/Zip</th>
<th>Telephone Number</th>
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</thead>
</table>

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

- Podium (Friends of the Library Room only)
- Screen (Friends of the Library Room Only)
- Overhead Projector
- Built-in Video Projector System
- 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.

Fees Approved by City Council July 19, 2005
Revised by the Library Board of Trustees January 9, 2007

10/11/12