LENDORA PUBLIC LIBRARY

LIBRARY FACILITIES APPLICATION

City of Glendora - Public Library

updated July 2014

Organization Name:				
Organization Address:				
Contact Person: Phone:				
Alt Contact Person: Phone:				
Date of meeting: Purpose of meeting:				
Use of Forum Plaza Other Estimated number of attendees:				
Time needed from : to Time meeting will come to order:				
Charges and Fees-all fees are non-refundable and non-transferable Single Day Usage (must be paid 2 weeks prior to the meeting except additional charges which may be assessed for damage/cleanup and/or extended use) Resident Non-profit (resident group must consist of 51% Glendora residents				
Multiple Day Usage (for each day beyond a single day including time set aside to setup or take down) Resident Non-profit				
Forum Set Up: # of chairs # of tables Podium Screen Down \$10 charge on the following: Podium Mic Outdoor: Yes No Received	Group Fees			
Set Up: Auditorium Other (sketch on back) Standing Mic. Wireless Mic. TV/VCR/DVD Overhead Projector Other: YesNoReceived Other: YesNoReceived	Equip. Fees			
Will alcoholic beverages be served? Yes No Music? Yes No Insurance coverage: \$ Security guard assigned? Cleaning				
Must have City Council approval before obtaining a license for sale of alcohol: Approval Yes No Alcoholic Beverage Control Dept State of CA 3204 N. Rosemead Blvd, Suite 103 El Monte, CA 91731 626.927.1060	Fees			
The undersigned applicant hereby acknowledges having read and understood the Library's Facilities Policy and this application form. The applicant warrants that the proposed meeting is in compliance with the Policy and accepts full responsibility for compli-	Total Fees			
ance with all applicable health, safety, sanitary and fire regulations, including the maximum occupancy of 195 set by the Fire Marshall. Reservation Confirmed Not Available				
Signature Date Janet Stone, Library Director Date				

Glendora Public Library Bidwell Forum Set-up Diagram

Eve	nt:		- 1
	•	Hour:	á.m./p.m.
Outside Patio Area 1/9	Date:		a.m./p.m.
	 	aD-18h	