

**LOS ANGELES PUBLIC LIBRARY
CENTRAL LIBRARY FACILITIES AND MEETING ROOMS
APPLICATION TO USE FACILITY**

Please complete and return this form at least 30 days prior to the event to the Special Events Office, Los Angeles Public Library, 630 West Fifth Street, Los Angeles, CA 90071, FAX: (213) 228-7449. This form is required in order to hold an event.

CONFIRMATION PENDING AVAILABILITY AND APPROVAL BY LIBRARY

Date Submitted: _____

1. EVENT NAME: _____

2. EVENT DAY(S)/DATE(S): FIRST CHOICE _____
SECOND CHOICE _____
THIRD CHOICE _____

3. EVENT TIME: _____ From _____ To _____ SET UP TIME _____

4. EST. SIZE OF GROUP: _____ ADULTS _____ YOUNG ADULTS _____ CHILDREN _____

5. LOCATION:
 Atrium Children's Courtyard Flora Thornton Courtyard
 Lodwick M. Cook Rotunda Maguire Gardens Mark Taper Auditorium
 Meeting Rooms (To be assigned by Central Library Services) Other (specify) _____

6. MEDIA INVITED TO EVENT? Yes No
EVENT INTENDED FOR GENERAL PUBLIC? Yes No
ADMISSION LIMITED TO MEMBERS? Yes No
CHARGING ADMISSION? Yes No
EVENT FOR PRESENT OR FUTURE FINANCIAL GAIN?? Yes No

7. Name/type of requesting group or individual _____
Address: _____

8. Contact person: _____ Phone: _____
Position: _____ Fax: _____
Signature: _____ E-mail: _____
Address (if different from organization) _____

9. DESCRIPTION OF EVENT: Meeting Program Book Signing
 Reception Dinner Celebrity/Author Appearance Other (Specify): _____

10. ASSISTANCE REQUIRED: STAFF FEES APPLY AV Tech Custodian
 Event Attendant Security Facility Coord. Other (Specify) _____

11. SPACE SET-UP: Conference Classroom Theatre Style Registration Area

12. FOOD SERVICE: Time: _____ to _____
 Breakfast Lunch Dinner Comments _____
 Catering Company and Contact Name _____
Phone _____

13. DOCENT TOURS: CALL THE DOCENT OFFICE AT 213-228-7168 FOR INFORMATION.
(Request for tours are tentative until verbal or written confirmation is issued by the Docent Office.)

14. PARKING: No Validation _____ Library Validation _____ Other Parking Arrangements _____