



CITY OF PASADENA – LIBRARIES AND INFORMATION SERVICES DEPARTMENT
PERMIT TO USE CITY LIBRARY FACILITIES

A fully completed Permit to Use City Library Facilities must be submitted no less than two (2) weeks before event.

LIBRARY FACILITY REQUESTED (PLEASE CIRCLE):

Lamanda Park Branch 626-744-7266 La Pintesca Branch 626-744-7268 San Rafael Branch 626-744-7270
Hastings Branch 626-744-7262 (Currently unavailable) Santa Catalina Branch 626-744-7272 (Currently unavailable)

EVENT TITLE (as you wish it to be listed on the Library's public calendar)

SUGGESTED AGE RANGE:

THE LIBRARY RESERVES THE RIGHT TO FACILITY PRE-EMPTION FOR LIBRARY EVENTS AND CITY CO-SPONSORED EVENTS

PLEASE PROVIDE THE FOLLOWING INFORMATION:

Quarter Requested (Please Check):

Q1 (Jan. Feb. Mar.) Q2 (Apr. May, Jun.) Q3 (Jul. Aug. Sep.) Q4 (Oct. Nov. Dec.)

FIRST & LAST NAME NAME OF ORGANIZATION (NO ABBREVIATIONS)

ADDRESS CITY ZIP CODE

EMAIL PHONE WEBSITE

If requesting an ongoing reservation, include months and schedule and attach calendar or list specific dates

Table with 7 columns: EVENT DATE(S) MONTH, DAY, YEAR; DAY OF THE WEEK (M, T, W, T, F, S, S); ARRIVAL TIME (AM, PM); EVENT BEGINS (AM, PM); EVENT ENDS (AM, PM); DEPARTURE TIME (AM, PM); TOTAL # OF HOURS.

REQUIRED EVENT INFORMATION

Estimated Attendance:

- (1) Is this activity or event open to the public?.... Yes No
(2) Will fees be collected from attendees?..... Yes No
(3) Audio/Visual equipment needed?.... Yes No
4) Name/contact info listed on Library calendar? Yes No
Phone number?..... Yes No
Email address? ..... Yes No
Organization website? ..... Yes No

\*please note A/V fee due 2 weeks prior to event

- Projector Yes No
Screen Yes No
Other Yes No
If other, please specify

(5) I understand that all events will be listed on the Library's public Please initial

\*We highly recommend a site visit prior to your event to confirm A/V equipment needs are clarified.

Instances where fees may be due: Staff assistance with A/V during meeting. Set-up of screen and projector before meeting does not require a fee.

I CERTIFY THAT THE INFORMATION ON THIS APPLICATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF. I AM FULLY AWARE OF THE RULES AND REGULATIONS GOVERNING THE USE OF CITY FACILITIES AND WILL ABIDE BY THEM.

X APPLICANT SIGNATURE

DATE

\*\*Signature of individual responsible for event hereby agrees TO BE IN ATTENDANCE FOR THE ENTIRE TIME this reservation is in effect. Failure to comply with provision will result in permit cancellation and loss of all fees.

