



515 N. Flower St
Santa Ana, CA 97203

Library Hours:
Mon - Thurs 8 am to 6 pm
Fri 8 am to 5 pm

Orange County Public Law Library Conference Room Reservation & Policy

Contact: Diane Whitaker dwhitaker@ocpll.org

Tel: 714-338-6808 | Fax: 714-338-6814

Reservation: (please print)

Today's Date: _____

Name: _____

Company: _____

Address: _____

Date Requested: _____

Note:
Rooms close
30 minutes prior
to Library closure

City _____
State Zip: _____

Time Requested: _____

Conference Room A : \$10 per hour

Conference Room B : \$15 per hour

Tel: _____

Email: _____

Total Fee: \$ _____

Room	Fee	Description
Conference Room A	\$10.00 per hour	Can accommodate up to 12 people.
Conference Room B	\$15.00 per hour	Can accommodate up to 36 people. The room offers a digital projector and pull-down projector screen.

Both rooms have free WiFi. Fees are subject to change without notice.

I hereby agree to pay the Total Fee for use of the Conference Room for the period of time stated above. I understand payment must be made to the Orange County Public Law Library and that payment is due, by cash, check, or charge, when I arrive to use the Room at the requested date and time. I have read the Conference Room Policy and agree to abide by all of the provisions of this document.

Signature of Requester

Date

Conference Rooms Policy

I. The Conference Rooms are available for use by a group or individual only during the posted hours of the Law Library. Conference Rooms are closed 30 minutes before the Library closes.

II. Reservations for the use of the rooms are required. Class instructors, attorneys, or Library patrons must be present while the room is in use.

III. The rooms will be made available provided that paragraphs I and II have been satisfied, and the group, organization, or person has paid the fee stated above. Payment is required upon arrival to use the room, and is non-refundable. Payment can be made by charge, cash, or check (payable to Orange County Public Law Library).

IV. All users of the rooms are required to abide by the Library's General Regulations. No food or uncovered beverage is allowed in the conference rooms