

Bronxville Public Library Room Use Application:

APPLICANT INFORMATION:

Organization Name: _____ Person to Contact: _____

Address: _____ Contact Phone: _____

_____ Contact Email: _____

Is the organization a registered not-for-profit with the appropriate IRS status? ___ Yes ___ No

Will this meeting be open to the general public? ___ Yes ___ No

Will an admission fee or contribution be required? ___ Yes ___ No

MEETING/EVENT INFORMATION:

Space Requested: ___ Yeager Room ___ Board Room ___ Little Gallery ___ Kitchen (\$15)

Description of Event: _____

Date of Event: _____ Start Time: _____ End Time: _____ Size of Audience: _____

Equipment Needed: ___ Piano (\$25) ___ Audio Visual (Screen, Projector, DVD \$15) ___ Podium (No Charge)

___ Microphone (No Charge) ___ Music Stands (No Charge)

___ **Tables and Chairs: How Many** _____

Please describe how you would like table and chairs to be set up _____

Please note: You MUST indicate whether or not you require tables and chairs, the amount and layout or your application will be returned.

FEES:

Caretaker Overtime Fees: The need for overtime is determined by the type of event, the number of people attending, equipment and set-up required and the time of day the event will occur.

*Overtime Rate: \$45.21 per hour

*Sunday Overtime Rate: \$60.29 per hour

*These overtime rates are subject to change

***Change orders submitted less than 48 hours prior to the event are subject to an additional charge of \$25, due at the event.**

A check made payable to the *Bronxville Public Library* for the applicable fees (listed in the Room Use & Art Exhibition Fees Schedule) must be submitted with this application. Attached is a check in the amount of: \$ _____

Cancellation: There will be no refunds of fees unless the Library is given a minimum of 72 hours notice, or unless the Library is forced to close because of weather or other conditions.

APPLICANT'S RESPONSIBILITIES:

The applicant's signature certifies they have received and read the *Room Use Policy* and agree to comply.

Acknowledged: Applicant Signature & Date

Approved by Library: Signature & Date

**Bronxville Public Library, 201 Pondfield Road, Bronxville, NY 10708-4828,
Attn: Staff Assistant Tel. 914-337-7680 x31, Fax: 914-337-0332**

Approved November, 2015