

Room Use Application

Applicant Information	Organization		Contact
	Address		Phone
	City	State Zip	Email
Meeting/Event Information	Description of Event		
	Space Requested	Yeager Room Board Roon	n Little Gallery Kitchen (\$15)
	Date	Start Time End Time	Size of Audience
	Equipment Needed	Piano (\$25) Audio Visual (Screen, Projector, DVD \$15) Podium
		Microphone Music Stands	Tables & Chairs: How Many
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
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 \$41.36 per hour Sunday Overtime Rate \$55.13 per hour These overtime rates are subject to change
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.			
The applicant's signature certifies they have received and read the <i>Room Use Policy</i> and agree to comply.			
Applicant Signature & D	Date Library Signatur		re & Date