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: $48.57 per hour
*Sunday Overtime Rate: $64.76 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 x831, Fax: 914-337-0332

Approved November, 2015