

MAMARONECK PUBLIC LIBRARY MEETING ROOM APPLICATION

COMMUNITY ROOM (Seats 70 Capacity 147) Non-profit \$50/hr.; For profit/private events \$125/hr.

Name of Organization: _____

Contact name & number _____

Email _____

Brief description of program _____

Date of program: _____ Program will begin at: _____ Program will end at: _____

Attendance expected of Adults/Children _____

Number of Tables/Chairs requested: (Currently available: 8 tables & 70 chairs)

Refreshments will be served: Yes _____ No _____
(Refundable \$50 deposit required if food will be served)

Total Fees Due: _____ Amount Paid: _____ Date Paid: _____

Use of the Community Room by any organization outside regular Library hours will require a payment of \$50.00/hour to reimburse the Library for staff time, in addition to any other applicable fees.

Please contact the Business Office with any questions at (914) 630-5889 or email business@mamaronecklibrary.org. All applications are subject to approval by the Library Director.

The library provides free access to a DVD/video player & projection system. Patrons must provide their own laptop computers & have a trial run prior to the program to ensure compatibility with the AV equipment.

The undersigned has read the meeting room policy & accepts responsibility for compliance.

Signature: _____ Date: _____

Approved: _____ Jennifer O'Neill, Library Director