Section	П.	1.3	а
OCCUDIT		L.U	.u

(914) 337-1500 ext. 304       (914) 793-0130 (fax)         Name of Organization:	Yonkers Public Library – <i>Grinton I. Will Branch</i> 1500 Central Park Avenue Yonkers, NY, 10710					
Address:						
Contact Person:       Person in Charge:         Phone #: (work)       (cell)         Organization is ( ) For Profit ( ) Not For Profit ( ) Governmental         Title of Event:         Purpose of Event:         Date of Event (list all dates if recurring):         What time will the event begin:         What time will the event begin:         What time will you arrive to set-up:         What time will you be leaving:         Will there be food? ( ) Yes ( ) No         If yes, what time will you be leaving:         Will there be food? ( ) Yes ( ) No         If so, how is registration completed?         Is this event open to the public? ( ) Yes ( ) No         If so, how is registration completed?         Is there an admission charge? ( ) Yes ( ) No         Number of People Anticipated to Attend:         Projection Room (seats 35)         ( ) Auditorium (seats 325)         FACILITIES REQUESTED         ( ) Podium ( ) TV/VCR         ( ) Podium W Microphone       ( ) DVD         ( ) Microphones, Hand-Held (#) ( ) Whiteboard         ( ) Microphone, Portable       ( ) Easel (#)         ( ) Overhead Projector       ( ) Chairs (#)         ( ) LCD Projector       ( ) Coffee Urn (coffee is not provided)	Name of Organization:	Date of Application:				
Phone #: (work)	Address:					
Organization is ( ) For Profit ( ) Not For Profit ( ) Governmental         Title of Event:         Purpose of Event:         Date of Event (list all dates if recurring):         What time will the event begin:         What time will the event begin:         What time will the event end:         What time will you arrive to set-up:         What time will you be leaving:         Will there be food? ( ) Yes ( ) No         If yes, what time will the food be delivered?         Is this event open to the public? ( ) Yes ( ) No         If yes, is registration required? ( ) Yes ( ) No         If so, how is registration completed?         Is there an admission charge? ( ) Yes ( ) No         Number of People Anticipated to Attend:         Projection Room (seats 325)         ( ) Auditorium (seats 325)         ( ) Auditorium (seats 325)         ( ) Projection Room (seats 35)         ( ) Senator Flynn Room (seats 45)         EQUIPMENT REQUESTED         ( ) Podium ( ) TV/VCR         ( ) Podium ( ) TV/VCR      <	Contact Person:	Person in Charge:				
Title of Event:	Phone #: (work) (cell)	(fax)				
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Date of Event (list all dates if recurring):	Title of Event:					
What time will the event begin:	Purpose of Event:					
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Is this event open to the public? ( ) Yes ( ) No If yes, is registration required? ( ) Yes ( ) N If so, how is registration completed? Is there an admission charge? ( ) Yes ( ) No Number of People Anticipated to Attend: FACILITIES REQUESTED (please see reverse for additional information on fees) ( ) Auditorium (seats 325) ( ) Projection Room (seats 36) ( ) Story Room (seats 35) ( ) Senator Flynn Room (seats 45) EQUIPMENT REQUESTED ( ) Podium ( ) TV/VCR ( ) Podium w/ Microphone ( ) DVD ( ) Microphones, Hand-Held (#) ( ) Whiteboard ( ) Microphone, Portable ( ) Easel (#) ( ) Overhead Projector ( ) Tables (#; 6 ft. or 8 ft.) ( ) LCD Projector ( ) Coffee Urn (coffee is <i>not</i> provided)	What time will <b>you</b> arrive to set-up:	What time will <b>you</b> be leaving:				
If so, how is registration completed? Is there an admission charge? ( ) Yes ( ) No Number of People Anticipated to Attend: FACILITIES REQUESTED (please see reverse for additional information on fees) ( ) Auditorium (seats 325) ( ) Projection Room (seats 36) ( ) Story Room (seats 35) ( ) Senator Flynn Room (seats 45) EQUIPMENT REQUESTED ( ) Podium ( ) TV/VCR ( ) Podium w/ Microphone ( ) DVD ( ) Microphones, Hand-Held (#) ( ) Whiteboard ( ) Microphone, Portable ( ) Easel (#) ( ) Overhead Projector ( ) Tables (#) ( ) Chairs (#) ( ) Screen ( ) Coffee Urn (coffee is <i>not</i> provided)	Will there be food? ( ) Yes ( ) No If yes,	what time will the food be delivered?				
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FACILITIES REQUESTED (please see reverse for additional information on fees)         ( ) Auditorium (seats 325)         ( ) Projection Room (seats 36)         ( ) Story Room (seats 35)         ( ) Senator Flynn Room (seats 45)         EQUIPMENT REQUESTED         ( ) Podium ( ) TV/VCR         ( ) Podium w/ Microphone ( ) DVD         ( ) Microphones, Hand-Held (#) ( ) Whiteboard         ( ) Microphone, Portable ( ) Easel (#)         ( ) Overhead Projector ( ) Tables (#; 6 ft. or 8 ft.)         ( ) LCD Projector ( ) Coffee Urn (coffee is not provided)	If so, how is registration completed?	Is there an admission charge? ( ) Yes ( ) No $$				
<ul> <li>Auditorium (seats 325)</li> <li>Projection Room (seats 36)</li> <li>Story Room (seats 35)</li> <li>Senator Flynn Room (seats 45)</li> </ul> EQUIPMENT REQUESTED <ul> <li>Podium w/ Microphone</li> <li>DVD</li> <li>Microphones, Hand-Held (#)</li> <li>Whiteboard</li> <li>Microphone, Portable</li> <li>Easel (#)</li> <li>Overhead Projector</li> <li>Confree Urn (coffee is not provided)</li> </ul>	Number of People Anticipated to Attend:					
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<ul> <li>Senator Flynn Room (seats 45)</li> <li>EQUIPMENT REQUESTED</li> <li>() Podium () TV/VCR</li> <li>() Podium w/ Microphone () DVD</li> <li>() Microphones, Hand-Held (#) () Whiteboard</li> <li>() Microphone, Portable () Easel (#)</li> <li>() Overhead Projector () Tables (#; 6 ft. or 8 ft.)</li> <li>() LCD Projector () Chairs (#)</li> <li>() Screen () Coffee Urn (coffee is <i>not</i> provided)</li> </ul>	() Projection Room (seats 36)					
EQUIPMENT REQUESTED         ( ) Podium       ( ) TV/VCR         ( ) Podium w/ Microphone       ( ) DVD         ( ) Microphones, Hand-Held (#) ( ) Whiteboard         ( ) Microphone, Portable       ( ) Easel (#)         ( ) Overhead Projector       ( ) Tables (#); 6 ft. or 8 ft.)         ( ) LCD Projector       ( ) Coffee Urn (coffee is not provided)						
<ul> <li>Podium</li> <li>Podium W/ Microphone</li> <li>Microphones, Hand-Held (#)</li> <li>Whiteboard</li> <li>Microphone, Portable</li> <li>Easel (#)</li> <li>Overhead Projector</li> <li>Tables (#)</li> <li>Chairs (#)</li> <li>Screen</li> <li>Coffee Urn (coffee is <i>not</i> provided)</li> </ul>						
<ul> <li>Podium w/ Microphone</li> <li>Microphones, Hand-Held (#) ()</li> <li>Whiteboard</li> <li>Microphone, Portable</li> <li>Easel (#)</li> <li>Overhead Projector</li> <li>Tables (#; 6 ft. or 8 ft.)</li> <li>LCD Projector</li> <li>Chairs (#)</li> <li>Screen</li> <li>Coffee Urn (coffee is <i>not</i> provided)</li> </ul>						
<ul> <li>Microphones, Hand-Held (#) ( ) Whiteboard</li> <li>Microphone, Portable ( ) Easel (#)</li> <li>Overhead Projector ( ) Tables (#; 6 ft. or 8 ft.)</li> <li>LCD Projector ( ) Chairs (#)</li> <li>Screen ( ) Coffee Urn (coffee is <i>not</i> provided)</li> </ul>		•				
() Chairs (#) () Screen () Coffee Urn (coffee is <i>not</i> provided)	() Microphones Hand-Held $(#)$ $()$	Whiteboard				
() Chairs (#) () Screen () Coffee Urn (coffee is <i>not</i> provided)	() Microphone, Portable () () Overhead Projector ()	Easel (#) Tables (#; 6 ft or 8 ft )				
() Screen () Coffee Urn (coffee is <i>not</i> provided)	() LCD Projector ()	Chairs (#)				
ROOM SET-UP (be specific):	() Screen ()	Coffee Urn (coffee is <i>not</i> provided)				
	ROOM SET-UP (be specific):					

I hereby state that I am empowered to act for the organization listed above and I agree to faithfully abide by all Library regulations as outlined in the Policy on the Use of Library Facilities.

Signature of Applicant

GRINTON I. WILL BRANCH	Morning <b>or</b> Afternoon	Morning <b>and</b> Afternoon	Evening*	Weekends
Auditorium (325 seats)	\$100	\$150	\$250	\$250
Projection Rm. (36 seats)	\$35	\$35	\$35	\$35
Story Room (35 seats)	\$35	\$35	\$35	\$35
Sen.Flynn Room (45 seats)	N/A	N/A	\$50	\$50

## SCHEDULE OF FEES AT THE GRINTON I. WILL BRANCH

\*If the Will Branch must be open after regular hours, an overtime fee of \$60 per hour will be charged. Overtime must be booked at the time that the meeting is scheduled, and all fees must be paid at the Branch Administrator's Office. Please note: A custodial set-up fee may be charged on an hourly fee basis according to program needs.

When performances or meetings are scheduled for an afternoon and evening of the same day by one group, the afternoon **plus** evening fee will be charged.

**REHEARSAL** time will be scheduled at the convenience of the Library, and the following fees will apply:

- Morning (9-1) \$25
- Afternoon (1-6) \$25
- Evening (6-9) \$37.50

Rehearsals lasting beyond above time periods will be billed at the full day or evening rates. Proper application must be made and approval obtained for all rehearsal time.

At the discretion of the Branch Administrator, a custodial fee may be imposed on both forprofit and not-for-profit groups depending upon service demands.

Total Fees Due: \$ \_\_\_\_\_

Please make checks payable to The Yonkers Public Library