

APPLICATION FOR USE OF LIBRARY FACILITIES

Name of Organization: _____ Date of Application: _____

Address: _____

Contact Person: _____ Person in Charge: _____

Phone #: (work) _____ (cell) _____ (email) _____

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** 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 so, is registration required? ☐ Yes ☐ No

If yes, how is registration completed? _____ Is there an admission charge? ☐ Yes ☐ No

If yes, please indicate which category you would like it to appear in our events calendar:

- | | | |
|--|--|---|
| <input type="checkbox"/> All Ages | <input type="checkbox"/> Adult | <input type="checkbox"/> Young Adult/Teen |
| <input type="checkbox"/> Children/Juvenile | <input type="checkbox"/> Computer/Technology | <input type="checkbox"/> Community Organization Meeting |

Number of People Anticipated to Attend: _____

FACILITIES REQUESTED (please see reverse for additional information on fees)

- ☐ Auditorium (max seats: 325)
- ☐ Projection Room (max seats: 20)
- ☐ Story Room (max seats: 36)
- ☐ Senator Flynn Room(max seats: 35)

Room rentals require a very specific set-up; please include a diagram of layout and necessary equipment.

EQUIPMENT REQUESTED

- | | |
|---|---|
| <input type="checkbox"/> Podium | <input type="checkbox"/> TV/VCR |
| <input type="checkbox"/> Podium w/Microphone | <input type="checkbox"/> DVD |
| <input type="checkbox"/> Microphones, Hand-Held (# ____) | <input type="checkbox"/> Whiteboard |
| <input type="checkbox"/> Microphone, Portable | <input type="checkbox"/> Easel (# ____) |
| <input type="checkbox"/> Overhead Projector | <input type="checkbox"/> Tables (# ____; 6 ft. or 8 ft.) |
| <input type="checkbox"/> LCD Projector | <input type="checkbox"/> Chairs (# ____) |
| <input type="checkbox"/> Screen | <input type="checkbox"/> Coffee Urn (coffee is not 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 _____ Title _____

SCHEDULE OF FEES AT THE GRINTON I. WILL LIBRARY

Room	Floor	Maximum seats	Fee for first 4 hours	Fee for each additional hour	Fee for each 8 hours
Auditorium	1	325	\$400	\$100	\$800
Conference Room	2	20	\$100	\$25	\$200
Board Room	2	15	\$100	\$25	\$200
Flynn Room	1	20	\$100	\$25	\$200

***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 for-profit and not-for-profit groups depending upon service demands.

**** If you need the Riverfront Library open after its regular hours, overtime fees for library personnel and/or additional per hour fees for building personnel will be charged. See Riverfront Branch Administrator for full details.**

Total Fees Due: \$ _____

Please make checks payable to **The Yonkers Public Library**