

**Dobbs Ferry Public Library**  
**Meeting Room Use Request Form**

Please Print

Date of Request: \_\_\_\_/\_\_\_\_/\_\_\_\_

Room Requested (Please Check): Community \_\_\_\_ Conference \_\_\_\_

Applicant's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Phone#: \_\_\_\_\_

Email: \_\_\_\_\_

**Event Details:**

Date of event: \_\_\_\_/\_\_\_\_/\_\_\_\_

Title/Description: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ (Include set-up / Take down)

Total Estimated Attendees: \_\_\_\_\_

Refreshments (Please check) (*Community Room Only; Applicant is responsible for cleaning up room after use.*)

Yes: \_\_\_\_ No: \_\_\_\_ Coffee Pot: \_\_\_\_ Microwave: \_\_\_\_

**Equipment required (indicate number)**

Tables: \_\_\_\_ Chairs: \_\_\_\_ DVD/Projector: \_\_\_\_ CD Player: \_\_\_\_ Piano: \_\_\_\_

Podium: \_\_\_\_ Microphone: \_\_\_\_ Other: \_\_\_\_ Explain: \_\_\_\_\_

**FEES; Due no later than one week before event.**

Community Room: \$75.00 for up to 3 hours, during library hours; \$100.00 after library hours.

Conference Room, \$25.00 for up to 2 hours, During Library hours only!

\$20.00 per hour each additional hour, or any part of hour.

Piano Rental Fee: \$20.00

**Security Deposits**

Any organization using library facilities must pay a (Refundable) security deposit of \$50.00

Additional Security deposit: \$100.00 for use of A/V and \$100.00 for use of Piano.

We accept cash or check (payable to Dobbs Ferry Public Library).

All written press releases and other publicity items mentioning the Library **must be approved,** in advance by the Library Director or designee; in writing no less than one week in advance of publication, posting or distribution.

All publicity not sponsored by the Library or Friends of the Library, must include the following (or equivalent), as a disclaimer; "This program is neither sponsored by nor affiliated with the Dobbs Ferry Public Library."

The Library does not have custodial services available to clean the facilities or open and close the building after library hours.

Applicants are responsible for set up and clean up of facility used, and for restoring the facility to its original condition after completion of the scheduled activity. If, in the sole discretion of the Library Director or designee clean up is unsatisfactory, the applicant will be billed for the costs of cleaning to the extent that it exceeds the \$50.00 security deposit for clean up. However, the Library reserves the right to deduct the excess cost of clean up from any other security deposit submitted by the applicant, before billing applicant directly.

**I have read and understand the regulations pertaining to the Dobbs Ferry Public Library Meeting Rooms. Signing the application binds the organization and individual applicant to accept full responsibility for the requested use and to comply with all regulations governing use.**

**Signature:** \_\_\_\_\_ **Date :** \_\_\_/\_\_\_/\_\_\_

**Position in Organization:** \_\_\_\_\_

**Person accepting Key:** \_\_\_\_\_ **Date:** \_\_\_/\_\_\_/\_\_\_

**\*Note\* Written Library Staff approval is required before reservation is confirmed.**

Please Return Application To:  
**Dobbs Ferry Public Library**  
55 Main Street  
Dobbs Ferry, NY 10522  
Att: Director

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**Staff Use Only**

Application Approved (Name): \_\_\_\_\_

Name on Check: \_\_\_\_\_

Payment received Date: \_\_\_/\_\_\_/\_\_\_ Amount: \$ \_\_\_\_\_ Check #: \_\_\_\_\_

Deposit Received Date: \_\_\_/\_\_\_/\_\_\_ Amount: \$ \_\_\_\_\_ Check #: \_\_\_\_\_

Deposit Refunded date: \_\_\_/\_\_\_/\_\_\_ Amount: \$ \_\_\_\_\_ Check #: \_\_\_\_\_

Piano Rental \$20.00 Date Paid: \_\_\_/\_\_\_/\_\_\_ Key Returned Date: \_\_\_/\_\_\_/\_\_\_

Comments: \_\_\_\_\_

Approved by Library Board 6/03; revised 5/04