

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 - seating for up to 75: \$75.00 for up to 3 hours, during library hours; \$150.00 after library hours; each additional hour or part thereof \$50.00.

Periodical Reading Room & Terrace - standing for up to 40 (available only *after* Library Hours): \$400.00 for up to three hours, each additional hour or part thereof \$100.00

Conference Room - seating for up to 12: \$25.00 for up to 2 hours, (available only *during* Library Hours): \$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 for Community and Conference Rooms, \$100 for Periodicals Room & Terrace. 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

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 & 5/18