

# 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](mailto: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: \_\_\_\_\_ Patricia Byrne, Interim Library Director