

Application Date: _____

Total Att: _____

Dobbs Ferry Public Library Meeting Room Use Request Form

Please Print

Room Requested (please check): Community Periodicals Conference

Applicant's Name: _____

Mailing Address: _____

Contact Phone #: _____

Email: _____

Date of Event: _____

EVENT DETAILS

Title/Description: _____

Start Time: _____ am/pm End Time: _____ am/pm (including Set-up/Take-down)

Expected # of Attendees: _____

Refreshments (Community & Periodicals Rooms only):

YES NO Coffee pot Refrigerator Microwave

*Applicant is responsible for cleaning up.

Equipment required:

_____ Tables # _____ Chairs DVD/projector Screen CD player Piano
 Podium Microphone Other (indicate) _____

*Chairs must be stacked and tables folded & placed as originally provided.

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 equipment and **\$100.00** for use of piano. We accept cash or check (payable to Dobbs Ferry Public Library).

RENTAL FEES: Due no later than one week before event

	Regular Pricing				Discount for Friends of DFPL Members*			
	During Library Hours		After Library Hours		During Library Hours		After Library Hours	
Rental Space	First 3 hours	Additional cost/hour	First 3 hours	Additional cost/ hour	First 3 hours	Additional cost/hour	First 3 hours	Additional cost/ hour
Community	\$90.00	\$30.00	\$180.00	\$60.00	\$75.00	\$25.00	\$150.00	\$50.00
Periodicals	N/A	N/A	\$400.00	\$100.00			\$300.00	\$100.00
Conference	\$30.00 for 2 hrs	\$25.00			\$25.00 for 2 hrs	\$25.00		

Piano rental Fee: **\$20.00**

***Must be Members in good standing**

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 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 of 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 determined to be 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: ___/___/___

Title: _____

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
Attn: Director**

Staff Use Only

Application Approved: _____

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: _____