

New Rochelle Public Library
Application for Use of Library Facilities

For Office Use Only Date of Event: _____ Date Approved: _____ Payment: _____

Name of Program: _____

Date of Program: _____
Day of Week, Date

Check Facility/Facilities requested: _____
Ossie Davis Theater Meeting Room (room in back of stage)

Time program is scheduled to begin: _____

Total time facility is needed: _____
(From set-up to the moment the last person will be leaving)

Brief description of program or activity, including number of people expected, plans for serving food (if applicable), number of people expected, and outside equipment (if any) the group will need to bring into the library facility:

Name of Organization: _____

Applicants Name: _____ Phone: _____

Address: _____ Cell phone: _____
Street Apt,

_____ Email: _____
City Zip

The applicant hereby states that he/she is authorized to act for the above-named organization and, having read the Guidelines for Use of New Rochelle Public Library Facilities, including the payment of fees where applicable, agrees to abide by them:

Applicants Signature: _____ Date _____

Approved: _____ Not Approved: _____ Comments: _____

Payment Due (see back): _____

Facility Use: _____

Staff Overtime: _____

Equipment Rental: _____

Please make check payable to New Rochelle Public Library Total Due: _____

Please complete and return to:
Community Relations, New Rochelle Public Library
1 Library Plaza,
New Rochelle, NY 10801.

Payment is due within (10) days of receipt of approved application.

Fax # (914) 632-5386

Events and programs sponsored by non-profit organizations and other non-commercial parties involved in civic, cultural, intellectual or educational purposes will be charged according to this schedule:

FACILITY USE FEES			
	During Normal Operating Hours	Beyond Normal Operating Hours	Amount
Theater Capacity to 145. Theater seating	\$75. (Per 4 hours)	\$100 (per 4 hours) Plus staff overtime fees (\$50 per hour)	
Meeting Room (in back of theater stage) Capacity to 34	\$35. (Per 4 hours)	\$100 (per 4 hours) Plus staff overtime fees (\$50 per hour)	
Lobby	N/A		

Events and programs for which admission is charged:

	During Normal Operating Hours	Beyond Normal Operating Hours	Amount
Theater Capacity to 145. Theater seating	\$125. (Per 4 hours)	\$250 (per 4 hours) Plus staff overtime fees (\$50 per hour)	
Lobby	N/A	\$250 (per 4 hours) Plus staff overtime fees (\$50 per hour)	

Facility Fee: _____
Staff overtime: _____

Equipment Charges		
		Amount
Piano	\$25	
Mounted Digital Projector and DVD/Video Player or PC connection. (Theater) Library does not provide laptop.	\$20	
Portable VCR/DVD Player & Monitor or Digital Projector. (Meeting Room or Conference Room) Library does not provide laptop.	\$20	
Slide Projector	\$20	
Mackie CFX-12 Sub-Mixer	\$20	
Wireless Microphone (handheld or lapel)	\$20	

Total Equipment Charges: _____

Grand Total: _____

Please make check payable to New Rochelle Public Library

For additional information, please contact:

Library Community Relations Office
Phone: (914) 632-8254
Fax: (914): 632-5386
Email: barbaradavis@nrpl.org