

New Rochelle Public Library  
Application for Use of Library Facilities

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

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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.

Email: [communityrelations@nrpl.org](mailto:communityrelations@nrpl.org)

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