

APPLICATION FOR USE OF LIBRARY FACILITIES

Yonkers Public Library – Grinton I. Will Branch
1500 Central Park Avenue
Yonkers, NY, 10710
(914) 337-1500 ext. 304 (914) 793-0130 (fax)

Name of Organization: _____ Date of Application: _____

Address: _____

Contact Person: _____ Person in Charge: _____

Phone #: (work) _____ (cell) _____ (fax) _____

Organization is () For Profit () Not For Profit () Governmental

Title of Event: _____

Purpose of Event: _____

Date of Event (list all dates if recurring): _____

What time will the **event** begin: _____ What time will the **event** end: _____What time will **you** arrive to set-up: _____ What time will **you** be leaving: _____

Will there be food? () Yes () No If yes, what time will the food be delivered? _____

Is this event open to the public? () Yes () No If yes, is registration required? () Yes () No

If so, how is registration completed? _____ Is there an admission charge? () Yes () No

Number of People Anticipated to Attend: _____

FACILITIES REQUESTED (please see reverse for additional information on fees)

- () Auditorium (seats 325)
 () Projection Room (seats 36)
 () Story Room (seats 35)
 () Senator Flynn Room (seats 45)

EQUIPMENT REQUESTED

- | | |
|--------------------------------------|--|
| () Podium | () TV/VCR |
| () Podium w/ Microphone | () DVD |
| () Microphones, Hand-Held (# _____) | () Whiteboard |
| () Microphone, Portable | () Easel (# _____) |
| () Overhead Projector | () Tables (# _____; 6 ft. or 8 ft.) |
| () LCD Projector | () Chairs (# _____) |
| () Screen | () Coffee Urn (coffee is <i>not</i> provided) |

ROOM SET-UP (be specific): _____

I hereby state that I am empowered to act for the organization listed above and I agree to faithfully abide by all Library regulations as outlined in the Policy on the Use of Library Facilities.

*Signature of Applicant*_____
*Title**rev. 6-19*

SCHEDULE OF FEES AT THE GRINTON I. WILL BRANCH

GRINTON I. WILL BRANCH	Morning <i>or</i> Afternoon	Morning <i>and</i> Afternoon	Evening*	Weekends
Auditorium (325 seats)	\$100	\$150	\$250	\$250
Projection Rm. (36 seats)	\$35	\$35	\$35	\$35
Story Room (35 seats)	\$35	\$35	\$35	\$35
Sen.Flynn Room (45 seats)	N/A	N/A	\$50	\$50

***If the Will Branch must be open after regular hours, an overtime fee of \$60 per hour will be charged. Overtime must be booked at the time that the meeting is scheduled, and all fees must be paid at the Branch Administrator's Office. Please note: A custodial set-up fee may be charged on an hourly fee basis according to program needs.**

When performances or meetings are scheduled for an afternoon and evening of the same day by one group, the afternoon *plus* evening fee will be charged.

REHEARSAL time will be scheduled at the convenience of the Library, and the following fees will apply:

- Morning (9-1) - \$25
- Afternoon (1-6) - \$25
- Evening (6-9) - \$37.50

Rehearsals lasting beyond above time periods will be billed at the full day or evening rates. Proper application must be made and approval obtained for all rehearsal time.

At the discretion of the Branch Administrator, a custodial fee may be imposed on both for-profit and not-for-profit groups depending upon service demands.

Total Fees Due: \$ _____

Please make checks payable to **The Yonkers Public Library**