

SUFFERN FREE LIBRARY
APPLICATION FOR THE USE OF THE MEETING ROOMS
210 Lafayette Avenue, Suffern, NY 10901
Tel: 845-357-1237 ~ Fax: 845-357-3156 ~ Web: www.suffernfreelibrary.org

Name of Organization: _____ Date of Application: _____

Address of Organization: _____ 501(c)(3) _____

Tel: _____ Fax: _____ Email: _____

Name of Applicant: _____ Library Card No.: _____

Address of Applicant: _____ Office in Organization: _____

Tel: _____ Fax: _____ Email: _____

Contact Person 2: _____ Tel: _____ Email: _____

List all other co-sponsoring or participating organizations: _____

Topic of / Title of Program: _____

Speaker's Name: _____

Type of Meeting / Program (lecture, meeting, workshop, etc.): _____

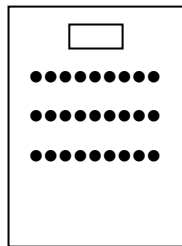
Brief Synopsis of Program: _____

Number of People Expected: _____ Number under 18 yrs. Old _____

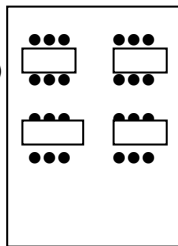
Date Requested: _____ Start Time: _____ End Time: _____

- Room: Large Meeting Room (125 capacity w/ chairs, 60 capacity w/ tables & chairs)
 Requested Half of Large Meeting Room (60 capacity, 30 capacity w/ tables & chairs)
 Lower Level Suffern Room (16-20 capacity)

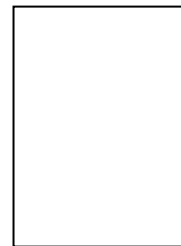
Room Setup:



Theater:
 (chairs in rows
 with table(s) in front)



Conference:
 (individual tables
 with chairs
 around each)



Other:
 (please specify)

Equipment:

___ (number) of chairs ___ (number) of 30"x 6' tables ___ Lectern ___ Microphone

___ Overhead LCD Projector ___ Screen ___ Blackboard ___ TV/VCR/DVD combo

___ Assistive Listening Device

Special requests: _____

Type of Organization:

- Non-profit organizations headquartered in the RCSD.
- Meeting is free and open to the general public.
- Local civic, community, or educational organizations and other groups, whose purpose is non-commercial and non-profit and whose members reside in the RCSD.
- Non-profit organizations based outside the RCSD that provide services to the residents of the RCSD with proof of 501(c)(3) status.
- Governmental agencies.
- For profit or commercial groups headquartered in the RCSD.
- Residents of the RCSD when representing in an official capacity one of the groups or organizations listed above, and able to also demonstrate substantial participation by residents of the RCSD.

User Fees:

Use of the Meeting Rooms is free with the following exceptions, which will incur a user fee of \$50 per hour:

- Use by for-profit or commercial organizations headquartered in the RCSD during hours when the Library is open. A letter of intent must be submitted with the application. No admission fees may be collected but a nominal materials fee may be allowed.
- Use by non-profit local organizations for fund raising events during hours when the Library is closed. Such use is only by approval of the Board of Trustees.
- Where unusual supplies or services are required for a meeting, the Library reserves the right to deny a request or charge a fee.
- If extraordinary housekeeping or maintenance service is necessary.
- Other organizations not listed, but permitted at the discretion of the Trustees.

Payment of User Fees:

- 1. Payment of the User fee by check to the Suffern Free Library is due by the event date. The Library will not bill users after an event.**
2. In case of closures or cancellations initiated by the Library, fees will be refunded.
3. Should the User have to cancel its meeting, fees will be refunded if the Library has not incurred any expenses as a result of this reservation.

MEETING ROOM POLICY CERTIFICATION

I hereby certify that I have received and read a copy of the *Policy for Use of the Meeting Rooms* of the Suffern Free Library. I have personally read the Policy, and agree to comply with the terms of the Policy regarding the use of the Library's Meeting Rooms.

Signature

Date

OFFICE USE ONLY

Verified responsible party eligibility: ____

Proof of eligibility submitted _____

Confirmed with responsible party and date: _____

Fee amount received: _____ (cash / check) Date: _____

Staff initials: _____ Date: _____

Approved initials: _____ Date: _____