



# Nanuet Public Library

149 Church Street, Nanuet, NY 10954 ~ 845-623-4281

## Community Room Application Form

**Please fill out both sides of this form**

Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address of Organization: \_\_\_\_\_

\_\_\_\_\_

Non-profit Group: Yes  No

Applicant phone number (daytime): (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Applicant phone number (evening, if different): (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Applicant e-mail address: \_\_\_\_\_

Dates interested in: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ or \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Start time interested in: \_\_\_\_\_ End time interested in: \_\_\_\_\_

Purpose/function of meeting: \_\_\_\_\_

Number of people expected: \_\_\_\_\_

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## Room Rental Fee

(Fee is waived for Non-profit Groups)

\$25 for 2-hour increments, not to exceed \$75

## Room Setup

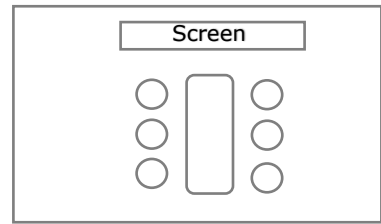
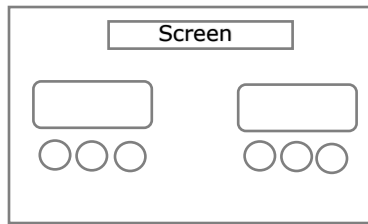
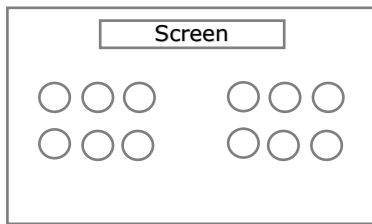
# of 6' tables requested: \_\_\_\_\_ # of chairs requested: \_\_\_\_\_

**Layout options** (please check Theatre, Classroom, or Conference style)

Theatre style

Classroom style

Conference style



## Audiovisual Equipment Fee Schedule

(Fees waived for Non-profit Groups)

<b>Equipment</b>	<b>Fee</b>	<b>Request</b>
Piano	\$100	<input type="checkbox"/>
Projector	\$50	<input type="checkbox"/>
Sound system/wireless microphone	\$25	<input type="checkbox"/>
Podium with built-in microphone	Free with room booking	<input type="checkbox"/>

Return this **form** to Angela Krajcar at [akrajcar@rcls.org](mailto:akrajcar@rcls.org), in person, or by mail

Make checks payable to Nanuet Public Library

## LIBRARY USE ONLY

Room Assigned:  Community Room       Storytelling Room

Application approved:  Yes     No    Total fee to be charged: \$\_\_\_\_\_

Approved by: \_\_\_\_\_

Date of approval: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Payment received date: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_      Amount: \$\_\_\_\_\_