

Room _____ Date _____ Time Block _____

APPLICATION FOR USE OF WHITE PLAINS PUBLIC LIBRARY MEETING ROOM

PLEASE NOTE! Your reservation is not confirmed until we receive this application back from you plus a 50% deposit. Please include all requested information, sign at the bottom, and return to White Plains Public Library: *Attn: Meeting Room Coordinator*. The fee balance is due **AFTER** your meeting.

Organization _____

Contact Person _____ Phone _____ Email _____

Address w/zip code _____

Topic _____

Date(s) _____ What is Your Anticipated Attendance? _____ Will Minors Attend? _____

PLEASE NOTE! Meetings may begin at 9:00 am (the Library does not open to the general public before 10 am). There is no entry to the library for meeting organizers before 8:30 am. The Library closes at 9 pm Monday-Thursdays. All meeting attendees and organizers must vacate meeting rooms by Library closing time.

What Time Will Your Meeting Start? _____ What Time Will It End? _____

What Time Will Meeting Organizers Arrive? _____

REFRESHMENT SERVICE

Groups must contract with the on-premises Everyday Healthy Café for any catering needs.

EQUIPMENT REQUIREMENTS

Please check requested equipment: *DVD Player (laptop included) _____ *HD Projector (laptop included) _____ *LCD TV (laptop included) _____ *Phone Conferencing _____ Podium or Lectern with mic _____ Sound System _____ Screen _____ Additional Mic(s) _____ (up to three wired). There is a fee for use of equipment marked with an asterisk (see "Meeting Room Charges"). Library provides *only* equipment listed. User is responsible for damage to equipment. User must bring their own supplies (chalk, flip chart pads & markers, scissors, tape, paper goods, etc.) as the Library cannot furnish these.

My signature below affirms that all information provided about the event is complete and accurate. I further acknowledge and confirm that I have read the Code of Conduct and the Meeting Room Policy including the meeting room charges and will comply with them and be responsible for any charges incurred.

Meeting Organizer Signature

Today's Date

**White Plains Public Library * 100 Martine Avenue * White Plains, NY 10601
(914) 422-1493 * FAX (914) 422-1462 Web Site: www.whiteplainslibrary.org**