

ROOM USE APPLICATION FOR COMMERCIAL USE OF LIBRARY MEETING ROOMS

Please submit completed form to the Library Director.

John C. Hart Memorial Library
 1130 E. Main Street
 Shrub Oak, New York 10588
 (914) 245-5262

| | |
|--------------------------------|------------------------------|
| NON PROFIT HOURLY RATES | STANDARD HOURLY RATES |
| \$23.00 | \$39.00 |

An additional fee of **\$25** is charged for use of the library projector or computer equipment.

| Number of Hours | Rate | Equipment | Total | Method of Payment | Paid in Full Y/N |
|------------------------|-------------|------------------|--------------|--------------------------|-------------------------|
| | | | | | |

| | |
|---------------------------------|---------------|
| Sponsoring Organization: | |
| Billing address: | |
| | |
| Contact person: | |
| Telephone: | Email: |

Note: Due to prohibitive costs the library does not permit room rental outside of normal library hours. Additional hourly fee will be charged if premises are not evacuated in a timely manner.

| | | |
|-----------------------|--------------------|------------------|
| Date of Event: | Start time: | End time: |
| | | |

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|------------------------------|
| Purpose of Gathering: |
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|---|--|
| Choose One | |
| Community Room (occupancy no more than 75) | Story Hour Room (occupancy no more than 15) |
| | |

Requested room set up:

Based on your use of the room it has been determined that you will provide the library with a certificate of public liability insurance in the minimum limits of \$100,000 each person, \$300,000 each occurrence Bodily Injury and \$100,000 each occurrence Property Damage with the John C. Hart Memorial Library and the Town of Yorktown specifically named as Additional Insured.

The forgoing application is made in accordance with the statement of policy and the rules and regulations of the John C. Hart Memorial Library. The undersigned has read and accepts responsibility for compliance with this policy and the regulations.

(Signature)

(Date of Application)

Adopted December 11, 2019