Mount Kisco Public LIBRARY

MEETING ROOM USE REQUEST FORM

TO REQUEST USE OF A MEETING ROOM:

- Read & sign the Meeting Room Policy and Guidelines (attached)
- Submit completed application by mail to the Mount Kisco Public Library, 100 East Main Street, Mount Kisco, NY 10549, in person, by Fax to 914-666-3899 or via email to scoppola@mountkiscolibrary.org
- **Payment for room rental and Security Personnel is due in full within five (5) business days of confirmed rental or the reservation may be cancelled**

QUESTIONS MAY BE DIRECTED TO THE LIBRARY DIRECTOR OR BUSINESS MANAGER AT 914-666-8041

Date of Application: _____

Organization Name: _____

Contact Person (please print): Name: _____

Address: _____

Email: _____
You will receive an email confirmation regarding meeting room availability

Phone Number: _____

Date of Event: _____

Time Needed (including set up and break down time): _____

Estimated Attendance: _____

Room Requested: Community Room (See Capacity) ◯ $100 per hour
Conference Room (See Capacity) ◯ $50 per hour

Equipment Needed: Projector & AV   ◯ $50
Piano   ◯ $50
Security Deposit (Refundable)   ◯ $150

Public Event ◯   Private Event ◯

Briefly describe the purpose of your event: _____

_____

Number of Tables Needed: _____   Number of Chairs Needed: _____

List equipment, supplies, and refreshments being provided by organization: _____

_____

*By signing below, I am acknowledging I have **read and understand the policies & rules** for the use of the meeting rooms and facilities of the Mount Kisco Public Library.*

Name: _____   Signature: _____
(please print)

11/28/2009   Adopted 6/15/09; 11/1/2015   Amended 12/09; 2/12; 8/12, 8/13, 11/15, 2/26