OSSINING PUBLIC LIBRARY
Use of Meeting and Performance Spaces by Outside Organizations

Application

Name of organization: _____________________________ Date: __________

Type (check one):  Government _____  Non-Profit* _____  Commercial _____

Contact person: _____________________________ Title: _____________________________

Address: _____________________________

Phone: __________  Fax: __________  Email: _____________________________

Date(s) requested: _____________________________

Time (include set-up and clean-up): ______ to _______  Start time of event: __________

Description of event/meeting: ______________________________________________________

________________________________________________________

Estimated attendance: _______  Age of audience: _____________________________

Person in charge (if different from contact person): _____________________________

Equipment requested: __________________________________________________________

________________________________________________________

___ Alcohol will be served**  ___ Food will be served**  ___Kitchen is requested**

*Non-Profit organizations MUST HAVE or BE ELIGIBLE FOR Non-Profit status with the IRS.
**A deposit of __________ is required if food or drink will be served and/or if kitchen will be used.

I hereby apply for the use of meeting/performance space as specified above and in keeping with the procedures and regulations as described in the Regulations for the Use of Meeting and Performance Spaces by Outside Organizations.

Signature: _____________________________ Date: __________

Return to:  Meeting Room Coordinator or  FAX: 914-941-7464
Ossining Public Library  Attn: Meeting Room Coordinator
53 Croton Ave., Ossining, NY 10562

Questions:  Phone: 914-941-2416 or Email: oplpr@wlsmail.org

Office use only

Approved: _____________________________ Date: __________

Space reserved: _____________________________ Fee: ___________________________