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: jtrapasso@ossininglibrary.org

Office use only

Approved: ____________________________________ Date: ____________

Space reserved: ____________________________________ Fee: ____________