



Louis Bay 2<sup>nd</sup> Library and Community Center  
 345 Lafayette Avenue  
 Hawthorne, NJ 07506  
 973-427-5745

**Meeting Room Application**  
**2017**  
**1 of 3**

The Board of Trustees must approve the use of all meeting rooms; no meeting may be held in the Library until the Board has approved the initial application. The Board meets on the 2<sup>nd</sup> Wednesday of every month.

<p>Program Name _____</p> <p>Type _____</p> <p>Non Profit Y / N _____</p> <p style="text-align: center;"><i>MON / TUE / WED / THU / FRI / SAT</i>  <i>please circle the day(s)</i></p> <p><input type="checkbox"/> one time</p> <p><input type="checkbox"/> daily _____ <i>Start Date</i> _____ <i>End Date</i></p> <p><input type="checkbox"/> weekly</p> <p><input type="checkbox"/> every 2 weeks</p> <p><input type="checkbox"/> monthly _____ <i>Start Time</i> _____ <i>End Time</i></p> <p><input type="checkbox"/> other ** _____</p> <p style="text-align: center;"><b>* Includes Setup and Breakdown *</b></p> <p><small>**if "other", list all the dates in the Additional Notes section.</small></p>	<p style="text-align: center;"><b>For Library Use Only</b></p> <p>Application Received: _____</p> <p>Approved: _____</p> <p>Scheduled: _____</p> <p>Room: _____</p> <p>Payment Amount: _____</p> <p>Payment Date: _____</p> <p><b>Insurance Required: Y / N</b></p> <p><b>Insurance Received:</b> _____</p>
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<p>Room Requested: _____  <small>(see Capacity and Fees on second page)</small></p> <p>Open to the Public: Y / N _____</p> <p>Estimated # of Attendees: _____</p> <p># Tables: _____</p> <p># Chairs: _____</p> <p>Room Configuration: _____  <small>(see Room Layouts on separate page)</small></p>	<p>Equipment Requested:</p> <p><input type="checkbox"/> LCD Projector**</p> <p><input type="checkbox"/> Projection Screen</p> <p><input type="checkbox"/> BluRay / DVD Player</p> <p><input type="checkbox"/> Sound system</p> <p><input type="checkbox"/> Microphone</p> <p><input type="checkbox"/> Podium</p> <p><small>** if you are connecting a MAC, you must provide the necessary cables.</small></p>
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<p>Sponsoring Organization: _____</p> <p>Event Contact Name: _____</p> <p>Address: _____</p> <p>Day / Work Phone: _____</p> <p>Evening / Home Phone: _____</p>
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Cell Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Emergency Contact Name / Phone: \_\_\_\_\_

Additional Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Meeting Room for 4 hour rental/use	Maximum Capacity	Fee
Room A+B (Entire Room)	250 people	\$200
Room A (Smaller section)	80 people	\$100
Room B (Larger section)	170 people	\$125
Room C (Book Sale room)	45 people	\$75

**I have read and understood the Louis Bay 2<sup>nd</sup> Library and Community Center Meeting Room Policy and by signing below, agree to comply with the policy in its entirety.**

\_\_\_\_\_  
*Authorized Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Print Name*

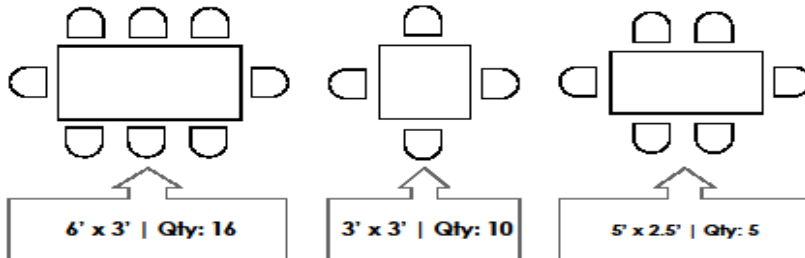
\_\_\_\_\_  
*Organization*

\_\_\_\_\_  
*Title*

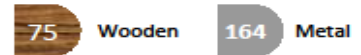


# LOUIS BAY 2ND LIBRARY & COMMUNITY CENTER ROOM SETUP GUIDE

## Table Sizes & Chair Configurations



## Chairs



Tablecloths | \$2.00 ea.



## Equipment Options



Projector | Projector Screen | DVD Player BluRay Player | Microphone Podium | Piano & Bench

## Amenities



Coffee Urn  
Tea Urn  
Kitchen Use:  
Oven/Stove/Fridge

ROOM A	ROOM B	ROOM AB	ROOM C
60 people \$125.00	100 people \$100.00	200 people \$200.00	30 people \$75.00

## ROOM CONFIGURATIONS

<p><b>U-SHAPE</b></p> <p>5 - 7 tables; 19 - 28 chairs</p>	<p><b>SMALL PERFORMANCE</b></p> <p>20+ chairs; room for performer</p>	<p><b>AUDITORIUM</b></p> <p>30+ chairs; room for performer</p>	<p><b>CLASSROOM</b></p> <p>Tables in a grid; chairs on one side facing one direction</p>
<p><b>PANEL DISCUSSION</b></p> <p>30+ chairs; two tables up front with chairs facing audience</p>	<p><b>SMALL GROUP</b></p> <p>Up to 8 card tables each with 4 chairs</p>	<p><b>PODS</b></p> <p>2 front tables; tables with 6 chairs placed around the room</p>	<p><b>CONFERENCE TABLE</b></p> <p>4 tables creating one table; 16 chairs around</p>