



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

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 2nd 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 _____</p> <p><input type="checkbox"/> other ** _____ <i>Start Time</i> _____ <i>End Time</i></p> <p style="text-align: center;">* Includes Setup and Breakdown *</p> <p><small>**if "other", list all the dates in the Additional Notes section.</small></p>	<p style="text-align: center;">For Library Use Only</p> <p>Application Received: _____</p> <p>Approved: _____</p> <p>Scheduled: _____</p> <p>Room: _____</p> <p>Payment Amount: _____</p> <p>Payment Date: _____</p> <p>Insurance Required: Y / N</p> <p>Insurance Received: _____</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> <p>Cell Phone: _____</p> <p>Email: _____</p> <p>Emergency Contact Name / Phone: _____</p>
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Meeting Room Application
2 of 3

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 2nd 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

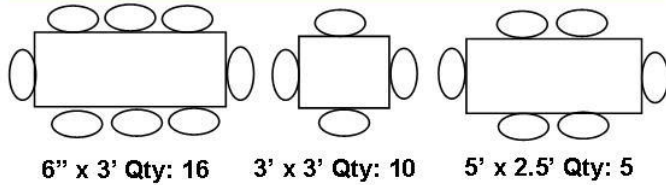
Organization

Title



Louis Bay 2nd Library and Community Center Room Setup Guide

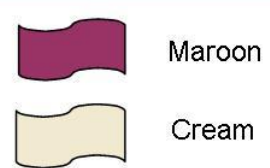
Table Size & Chair Configurations



Chairs



Table Cloths—\$2 each



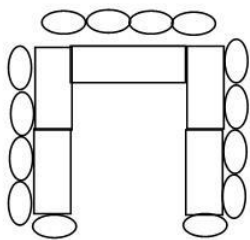
Equipment Options		Amenities
<ul style="list-style-type: none"> ◇ Projector ◇ Projector Screen ◇ DVD Player ◇ BlueRay Player 	<ul style="list-style-type: none"> ◇ Microphone ◇ Microphone & Podium ◇ Piano & Bench 	<ul style="list-style-type: none"> ◇ Coffee Urn ◇ Tea Urn ◇ Kitchen Use: Oven/ Stove/Fridge

Room Configurations

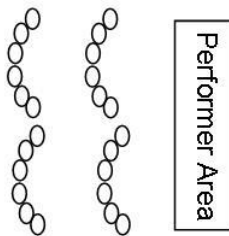
Room A	Room B	Room AB	Room C
80 People \$100.00	170 People \$125.00	200 People \$250.00	45 People \$75.00

U-Shape	Small Performance	Auditorium	Classroom	Panel Discussion
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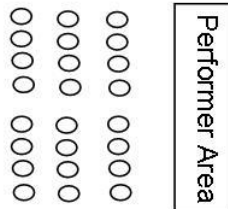
5 Tables ; 19-28



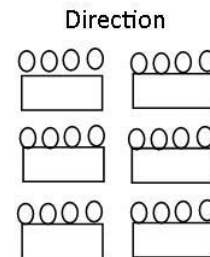
20+ Chairs ; Room for Performer



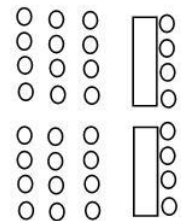
30+ Chairs ; Room



Tables in a Grid ; Chairs on 1 Side Facing 1 Direction

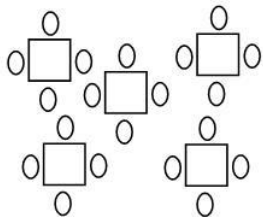


30+ Chairs ; 2 Tables Up Front with Chairs

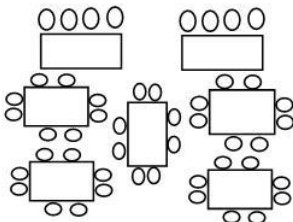


Small Group	Pods	Conference Table	Other
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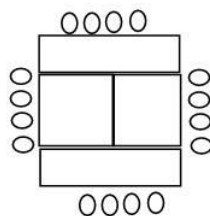
Up to 8 Card Tables Each with 4 Chairs



2 Front Tables ; Tables with 6 Chairs



4 Tables to make 1 Table ; 16 chairs



Please draw to indicate setup preference.