



Katonah Village Library

**Application for Meeting Room Rental
(Non-profit, 501 (c))***

*Requests for Non-Profit rates must be accompanied by a copy of 501(c) (3) Certification

Reserve a Meeting Space

Contact Details

Organization name _____

Contact Name _____

Mailing address _____

Email _____ Phone _____

Venue

Description of event _____

Date of event _____

Set-up time _____ Start-up time _____

End time _____ Wrap-up time _____

Room Choice (please check)

Garden Room (seats 100-110) Dimensions: 36' x33'

Meeting Room (seats 50-60) Dimensions: 30' x 25' (no audio visual in this room)

Both rooms (up to 160)

Cost

Garden Room

\$110 (1-4 hours)

Additional hours \$100/hour

Steinway piano \$50

Digital projector \$25

Kitchen usage \$25

Before/after Library hours: \$30 per hour

Private parties (weddings, birthdays etc.) \$50

State-of-the-art sound system: \$100 per hour plus librarian technician set-up*

Meeting Room

\$65.00 (1-4 hours)

Additional hours: \$30 per hour

Will you be using the kitchen? (\$25 fee): _____

Do you need technology help? _____

(The library staff will gladly show your organization how to use the audio/visual equipment free of cost.

We will also set up the room on the day of your event so that it is tech-ready. We strongly suggest a trial run a few days before your event (i.e. PowerPoint test). If you need further assistance, a library tech assistant is available (\$25 an hour), and can provide help throughout your event.

Do you need any of the following? (Please check):

Lectern Projector DVD player Microphone

Laptop Apple adaptor Audio adaptor State-of- the- art sound system*

*library technician required for set-up