

APPLICATION FOR USE OF THE SCHAFFNER WING

DATE: _____

NAME OF GROUP: _____

NAME AND TITLE OF PERSON RESPONSIBLE:

ADDRESS: _____ TELEPHONE: _____

PURPOSE FOR USE OF ROOM:

DATE AND HOURS FOR WHICH ROOM IS REQUESTED:

ANTICIPATED NUMBER IN ATTENDANCE: _____

If anticipated attendance greater than parking space limit:

- **Has the Pound Ridge Town been notified?**
- **Have suitable remote parking and shuttle service been arranged?**

IS MEETING OPEN TO THE PUBLIC? _____

WILL FOOD AND REFRESHMENTS BE SERVED? _____

WILL LIBRARY EQUIPMENT BE NEEDED? *(see prevent checklist on page 2)*



We have read and agree to abide by the General Policy and Responsibilities governing the use of the Schaffner Wing.

GROUP: _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE:

ADDRESS: _____



We acknowledge receipt of the Library key and agree to return it within 24 hours.

We recognize the limit of 24 parking spaces and commit to ensuring that the number of vehicles parked in the lot for this event does not exceed this maximum allowance.

SIGNATURE: _____ DATE: _____

EMAIL: _____

Schaffner Wing events:

MAXIMUM PARKING CAPACITY 24 SPACES – NO EXCEPTIONS!

Number of tables required:

_____ 6-foot long rectangular (maximum 12)

_____ 4 ft x 4 ft ‘card tables’ (maximum 4)

_____ number of chairs (maximum 80)

**If you would like the room to be set up in advance, please indicate your preferred configuration on the template below*

Technology:

*A ‘practice run-through’ is **strongly recommended***

Please contact Jennifer Coulter at 914-764-5085 x 200 to schedule

Yes/No:

_____ I will require the use of the projection screen

_____ I will be simultaneously broadcasting over Zoom or similar platform*

If you are simultaneously broadcasting over Zoom or similar platform you **MUST USE the microphones*

_____ I will require the use of microphones - **maximum 4 – any combination of:**

_____ lapel microphones

_____ podium microphone

_____ hand-held microphone

Refreshments:

_____ I will be serving refreshments and would like _____ tables*

_____ number of 4 x4 tables _____ number of 6-ft tables

**Location of table – indicate on template below*



