

## 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 ADMISSION BE CHARGED? \_\_\_\_\_ HOW MUCH? \_\_\_\_\_

FUND RAISING? \_\_\_\_\_ FOR WHAT ORGANIZATION? \_\_\_\_\_

TO COVER EXPENSES? \_\_\_\_\_ OTHER? \_\_\_\_\_

WILL FOOD AND REFRESHMENTS BE SERVED? \_\_\_\_\_

WILL LIBRARY PROJECTOR AND SCREEN BE NEEDED? \_\_\_\_\_

.....  
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: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

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

**We acknowledge that there is a maximum allowance of 24 parking spaces plus 15 in the overflow lot and we will not exceed that number of vehicles to park in the lot for this event.**

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

# Schaffner Wing Event Setup Form

## PARKING

- **Maximum Capacity:** 24 spaces
  - **Overflow Lot:** 15 additional spaces available
- 

## ROOM SETUP

Please indicate your needs below:

- **6-foot rectangular tables** (up to 12): \_\_\_\_\_
- **4 ft x 4 ft card tables** (up to 4): \_\_\_\_\_
- **Chairs** (up to 80): \_\_\_\_\_

If you would like the room set up in advance, please mark your preferred configuration on the template provided.

---

## TECHNOLOGY NEEDS

*A practice run-through is strongly recommended.*

To schedule, please contact:

**Jennifer Coulter – 914-764-5085 x 200**

Please check all that apply:

- ☐ I will require use of the projection screen
  - ☐ I will be broadcasting simultaneously via Zoom or similar platform\*  
*If broadcasting, microphones are required.*
  - ☐ I will require microphones (up to 4 total – check desired types below):
    - ☐ Lapel mic(s)
    - ☐ Podium mic
    - ☐ Handheld mic(s)
- 

## REFRESHMENTS

- ☐ I will be serving refreshments
  - Number of **4 ft x 4 ft tables** requested: \_\_\_\_\_
  - Number of **6-foot tables** requested: \_\_\_\_\_

Please indicate desired table location on the template provided.

