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? _____

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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:**_____

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

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: _____