



Louis Bay 2<sup>nd</sup> 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 2<sup>nd</sup> Wednesday of every month, unless otherwise posted.

<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;"><b>* Includes Setup and Breakdown *</b></p> <p><small>**if "other", list all the dates in the Additional Notes section.</small></p>	<p style="text-align: center; border-top: 1px solid black; border-bottom: 1px solid black;">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><b>Insurance Required: Y / N</b></p> <p><b>Insurance Received: _____</b></p>
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<p>Room Requested: _____  <small>(see Capacity and Fees on signature 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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Additional Notes: \_\_\_\_\_

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Sponsoring Organization: _____
Event Contact Name: _____
Address: _____
Day / Work Phone: _____
Evening / Home Phone: _____
Cell Phone: _____
Email: _____
Emergency Contact Name / Phone: _____

<b>Meeting Room for 4 hours</b>	<b>Maximum Capacity</b>	<b>Fee</b>
Room A+B (Entire Room)	170 people	\$200
Room A (Smaller section)	80 people	\$100
Room B (Larger section)	90 people	\$125

**Applicants are to be aware that Meeting Rooms A & B are part of the William A. Monaghan, Jr. Gallery, which may be hosting an exhibit at your requested meeting time. Please direct any questions about a scheduled exhibit to the Program Coordinator.**

**I have read and understood the Louis Bay 2<sup>nd</sup> 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*

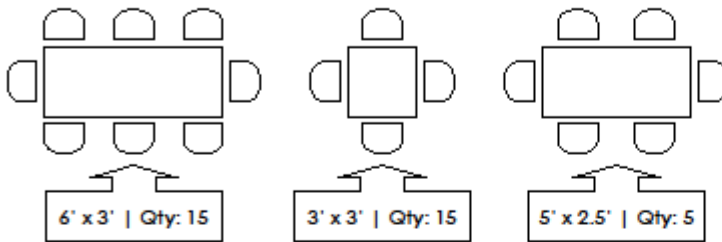
\_\_\_\_\_  
*Title*



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## LOUIS BAY 2ND LIBRARY & COMMUNITY CENTER

### TABLE SIZES & CHAIR CONFIGURATIONS



### CHAIRS

150 plastic

### AMENITIES



- Coffee urn (coffee not provided)
- Tea urn (tea not provided)

### EQUIPMENT OPTIONS



- Podium
- Microphone
- Laptop
- Piano & bench
- Speakers
- Projector and

ROOM A	ROOM B	ROOM A & B
80 people	90 people	170 people
\$100.00	\$125.00	\$200.00

### ROOM CONFIGURATIONS

*Subject to change based on social distancing requirements*

