



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;"><b>For Library Use Only</b></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: \_\_\_\_\_

Meeting Room, including setup and breakdown	Capacity	Fee	
		4 hours	2 hours
Room A+B (Entire Room)	170 people	\$200	\$100
Room A (Smaller section)	80 people	\$100	\$50
Room B (Larger section)	90 people	\$125	\$65
Room C	45 people	\$75	\$40

**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*

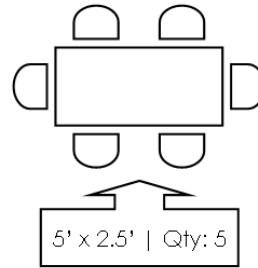
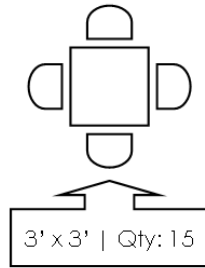
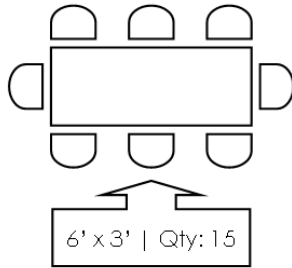
\_\_\_\_\_ *Organization*

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

# LOUIS BAY 2ND LIBRARY & COMMUNITY CENTER

## ROOM SETUP GUIDE

### TABLE SIZES & CHAIR CONFIGURATIONS



### CHAIRS

150 plastic

### AMENITIES



- Coffee urn (coffee not provided)
- Tea urn (tea not provided)
- Kitchen use:
- Oven/stove/fridge

### EQUIPMENT OPTIONS



- Podium
- Laptop
- Speakers
- Microphone
- Piano & bench
- Projector and projector screen
- BluRay player (with DVD capabilities)

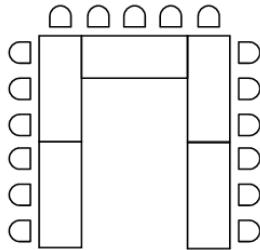
ROOM A	ROOM B	ROOM A & B	ROOM C
80 people \$50 for 2 hours \$100 for 4 hours	90 people \$65 for 2 hours \$125 for 4 hours	170 people \$100 for 2 hours \$200 for 4 hours	45 people \$40 for 2 hours \$75 for 4 hours

### ROOM CONFIGURATIONS

*Subject to change based on social distancing requirements*

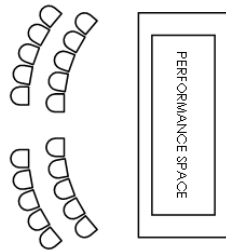
#### U-SHAPE

5-7 tables; 9-28 chairs



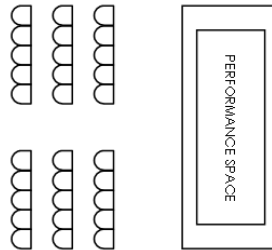
#### SMALL PERFORMANCE

20+ chairs; room for performer (dance floor optional)



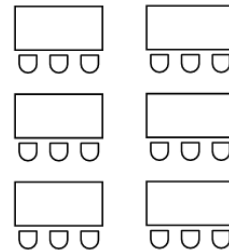
#### AUDITORIUM

30+ chairs; room for performer (dance floor optional)



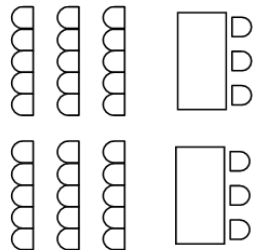
#### CLASSROOM

Tables in a grid; chairs on one side facing one direction



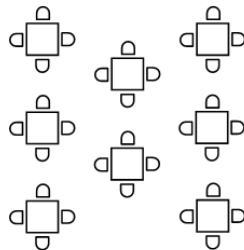
#### PANEL DISCUSSION

30+ chairs; two tables up front with chairs facing audience



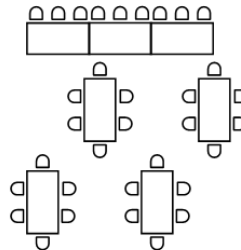
#### SMALL GROUP

Up to 15 card tables, each with 4 chairs



#### PODS

1-3 head tables; tables with 6 chairs each placed around the



#### CONFERENCE TABLE

4 tables creating one table; 16 chairs around

