



Ridgefield Library

472 Main Street Ridgefield, CT 06877 (203) 438-2282

DAYTON PROGRAM ROOM RENTAL APPLICATION FORM

Requests for use of the Program Room must be made using this application at least two weeks prior to the date the room is needed. Send completed applications to the above address or fax to (203) 438-4558.

Organization: _____ **Nonprofit:** Y / N

Address: _____

Contact Person: _____

Telephone: _____ **E-mail:** _____

Purpose: _____

Date: _____ **Time:** (from) _____ (to) _____ **Projected Attendance:** ____

The room is set up theater style with seating for 60 people, with one 9-foot table in the rear, and two tables in the foyer. If you would like the room set up differently please specify:

Kitchen: Y / N **AV equipment needed:** _____

Please refer to the schedule of fees to determine the amount of your check. The Library must receive your check and completed application at least two weeks before your event. You may cancel up to 7 days before your event and receive a full refund. After 7 days, your fee will be forfeited.

NEITHER ADMISSION NOR ANY REGISTRATION FEE MAY BE CHARGE FOR THIS EVENT

I have read the above guidelines and related Program Room policy and agree to abide by them. Person signing below section must be in attendance at the event.

Name: _____

Signature: _____ **Date:** _____

Amount enclosed: _____ (see fee schedule)

Make checks payable to the Ridgefield Library. If using the AV equipment please enclose a separate \$100 deposit check.