

**Starr Library**  
68 West Market Street, Rhinebeck, NY 12572  
845.876.4030 starrlibrary.org

## Meeting Room Use Application

### Contact Information

Name of Group: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ e-mail: \_\_\_\_\_

### Event Information

Date Requested: \_\_\_\_\_

Room Requested:

Mary Frazer/LH \_\_\_\_\_ Community Room \_\_\_\_\_

Event Time: Start: \_\_\_\_\_ Finished: \_\_\_\_\_

Recurring event? Yes \_\_\_\_\_ No \_\_\_\_\_ Next Meeting \_\_\_\_\_

Setup required: Yes \_\_\_\_\_ No \_\_\_\_\_

Food/Beverages Served? Yes \_\_\_\_\_ No \_\_\_\_\_

Key Required? Yes \_\_\_\_\_ No \_\_\_\_\_

A/V equipment used? Yes \_\_\_\_\_ No \_\_\_\_\_

Event Fee: \$35.00 \_\_\_\_\_

Outside lights re-timed? \_\_\_\_\_

Approved for the Starr Library: \_\_\_\_\_

Event Planner: \_\_\_\_\_

Date event to be confirmed: \_\_\_\_\_

**Note:** The Library reserves the right to pre-empt the use of meeting space for Library purposes upon two (2) weeks notice to the applicant who requested that space. The Starr Library must be informed of cancellations within 48 Hours of the event. Event fee payments are due upon reservation.