

CULTURAL ART CENTER

APPLICATION FORM



Roosevelt Cultural & Arts Community

Cultural Art Center Application Form

Roosevelt Public Library — Roosevelt Cultural & Arts Community

Prior to completing this form, you must read and acknowledge that you fully understand the Library's Cultural Art Center Policy. The Policy details the guidelines, hours of operation, scheduling, application process, responsibility for damage or loss, public safety, termination of event, crowd control/direction, food and refreshments, smoking, tipping, fire regulations, storage, delivery of equipment, supplies, scenery, and the daily rental fees.

Applicant Information

Date of Application:

Name of Organization:

Address:

President/Chairperson of Organization:

Telephone No.: Cell No.:

Name of Person Applying:

Address:

Telephone No.: Cell No.:

Additional Contact Person:

Telephone No.: Cell No.:

Purpose of the Organization:

Dates Requested for the Cultural Art Center:

Event Details

Will you need the Atrium and/or Dressing Room? ☐ Yes ☐ No

Please describe the type of event:

Expected size of audience:

Performers/people on stage:

Type of equipment needed:

Chairs needed (quantity):

Computer needed? ☐ Yes ☐ No

Projector needed? ☐ Yes ☐ No

Stage lighting needed? ☐ Yes ☐ No

Sound equipment needed? ☐ Yes ☐ No

Tables needed? ☐ Yes ☐ No Amount:

External vendors (e.g., DJ, photographer) must provide General Liability Insurance. (Use website: theeventhelper.com)

Will stage props be used? ☐ Yes ☐ No

Storage needed prior to the event (equipment/supplies/scenery)? ☐ Yes ☐ No

Will refreshments be served? ☐ Yes ☐ No

Rehearsal needed? ☐ Yes ☐ No

Safety & Security Contacts

Names of people who will direct, instruct, and oversee the safety and security of people and property:

Name 1:

Address 1:

Name 2:

Address 2:

Name 3:

Address 3:

Insurance Requirements

Any organization using the Cultural Art Center must supply the following insurance:

- A. Statutory Workers' Compensation and Employer's Liability Insurance for all employees, with minimum limits of \$100,000.00 for each accident.
- B. Comprehensive General Liability with a minimum of \$1,000,000.00 each occurrence combined single limit for bodily injury and property damage.
- C. An Indemnification Agreement/Hold Harmless Clause must be identified and typed on the reverse of the certificate, indemnifying and holding harmless the Roosevelt Public Library, its agents and employees, against loss or expense (including attorney's fees) arising from bodily injury or property damage in connection with the performance of this Contract. The Library must be named as additional insured, with a waiver of subrogation in its favor.
- D. All certificates must carry positive statements of the coverage provided, be issued by companies licensed in New York as an "admitted carrier" with an AM Best rating no lower than "B+" and "Secured," and be written on an occurrence basis (claims-made coverage is not acceptable). An original Insurance Certificate must be submitted after Board approval and at least ten (10) business days prior to the event.

Daily Rental of Cultural Art Center (Revised)

The Cultural Art Center can be rented by the hour (minimum of two hours) or daily (up to four hours). The Library may need to provide a technician (paid hourly) depending on the organization's audio-visual equipment needs. Rental time includes set-up, preparation, and breakdown.

1. Hourly rental (2-hour minimum), weekdays: \$225.00 per hour
2. Friday and Saturday evening hourly rate: \$300.00 per hour
3. Audio-visual technician: \$50.00 per hour
4. Maintenance: \$25.00 per hour (2-hour minimum, 1–50 people); additional for 50–75 (2 staff) and 75–125 (3 staff)
5. Security staff: \$25.00 per hour (2-hour minimum, 1–50 people); additional for 50–75 (2 staff) and 75–125 (3 staff)
6. Refundable security deposit: \$500.00

Deposit / Payment

A \$500.00 security deposit must be submitted with every application and will be refunded within five (5) business days after use of the Cultural Art Center, provided no damage occurred. The deposit is returned immediately if the application is not accepted. If approved, the Library will deposit the funds, which are non-refundable except in cases of emergency closings requiring cancellation of the requested date. Not less than seven (7) days prior to the approved usage date, the remaining balance (50%) must be paid to the Library. Only checks or money orders payable to the Roosevelt Public Library will be accepted.

NO SOLICITATION OR COLLECTION OF FUNDS IS PERMITTED ON LIBRARY PROPERTY.

Release

The above-named organization and/or user does hereby indemnify and hold harmless the Roosevelt Public Library, its agents and employees, against any and all claims — including but not limited to claims for property damage or loss and claims for personal injury — arising out of or in conjunction with the use of its premises and/or equipment. We also acknowledge that we have received, read, and agreed to abide by the Library's "Cultural Art Center Policy."

☐ I have read and agree to the terms above and the Library's Cultural Art Center Policy.

Signature of Authorized Officer (type full name):

Date:

Security Deposit

\$500.00 security deposit given on:

Estimated Fees

Monday–Thursday hours: x \$225.00 = \$

Friday/Saturday evening hours: x \$300.00 = \$

Audio-visual technician hours: x \$50.00 = \$

Maintenance hours: x \$25.00 = \$

(Maintenance: 2-hour minimum, 1–50 people; add staff for 50–75 and 75–125 as noted above.)

Total Estimated Fee:

Deposit & Balance

50% deposit amount:

Date paid:

Balance due (7 days prior to event) on:

Submit Your Completed Application

Once every field above is complete, click the button below to open an email addressed to rpl@rooseveltlibrary.org. Before sending, save this PDF and attach the saved file to that email (this button opens your email app but cannot attach the file automatically in most PDF viewers).

Submit via Email

You can also save the completed PDF and email it manually to rpl@rooseveltlibrary.org.