



NORTH COUNTRY LIBRARY SYSTEM

22072 County Route 190 - Watertown, NY 13601

Phone: (315) 782.5540 Fax: (315) 782-6883

www.nclsweb.org

Director: Stephen B. Bolton

Contractual information for the use of NCLS facilities.

Name of Contact Person: _____

Name of Company/Institution: _____

Billing Address: _____

Telephone: _____

Name of Program: _____

Date(s) for Facility Usage: _____

Time of Program: _____ to _____

Time Staff/Presenter will arrive: _____

(Please note: **The building opens at 8:00 a.m.**, please plan your event accordingly.)

Number of People Attending: _____

Signature

Date

A copy of your organization's Certificate of Insurance (naming NCLS as an additional insured) needs to be forwarded to NCLS prior to your event

(Please be sure and fill out the accompanying form indicating **which room and equipment** you will need for your event.)



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Rates are based on a schedule of 8:00 a.m. to 5:00 p.m. Please plan your event accordingly.

Please check off the room/rate and equipment you will need for your event:

Computer Lab (Capacity: 22 training stations, 1 handicap station, and 1 instructor station)	\$250.00 daily rate (8 am – 5 pm)	
	Digital Ceiling Projector	
	Display Table	
	Registration Table	
	A room for lunch on-site (if space permits)	
Meeting Room (Please specify set-up style)	\$130.00 daily rate (8 am – 5 pm)	
	\$65.00 half-day rate (4 hours or less)	
	70 chairs (theater style), or	
	40-45 chairs with tables (classroom style), or	
	U-Shape tables and chairs (maximum of 25 chairs)	
	Digital Ceiling Projector	
Conference Room (Capacity: 20 chairs with tables)	\$100.00 daily rate (8 am – 5 pm)	
	\$50.00 half-day rate (4 hours or less)	
Extras to be used with either the Conference Room or Meeting Room	TV/VCR/DVD	
	White Board	
	Flip Chart	
	Registration Table	
	Display Table	
	Internet Access for instructor/presenter only	
Coffee/Tea and Pastries	\$25.00 daily fee	
Use of Copier	10 cents per bw copy 25 cents per color copy	