

MONROE TOWNSHIP FREE PUBLIC LIBRARY

APPLICATION FOR MEETING ROOM USE

Complete and return to: Monroe Township Public Library
Library Administration Office
4 Municipal Plaza
Monroe Township, NJ 08831

MEETING ROOMS SHALL NOT BE RESERVED WITHOUT A COMPLETED APPLICATION

Date of application _____

Applicant's name _____

Applicant's address _____ Phone # _____

Name of person requesting use _____ Phone # _____

Meeting dates(s) requested (Give actual dates) _____

Estimated attendance _____ **Meeting time** _____ **a.m./p.m. to** _____ **a.m./p.m.**

Type of meeting (film, lecture, discussion, etc.) _____

Number of tables needed _____

Equipment requested: ___ Number of microphones
___ TV with VCR ___ 16 mm film projector ___ Easel ___ Coffee maker
___ Teakettle ___ Stove ___ Refrigerator ___ Other (specify) _____

A deposit of \$50.00 shall accompany this application if any equipment is requested.

Attached to this application is an Insurance and Liability clause, which clause is hereby incorporated by reference herein and made a part of this application.

APPLICANT HAS READ AND UNDERSTANDS THE LIBRARY'S MEETING ROOM POLICY AND REGULATIONS AND ACCEPTS FULL RESPONSIBILITY FOR COMPLIANCE WITH ALL THE PROVISIONS SET FORTH THEREIN.

Signature of representative or adult sponsor of applicant

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FOR LIBRARY USE

Application approved (date) _____

Comments _____

Signed _____

MONROE TOWNSHIP FREE PUBLIC LIBRARY

ATTACHMENT
TO
APPLICATION FOR MEETING ROOM USE

Date of application _____

Applicant's name _____

Insurance and Liability

1. During use of the meeting room (s), the applicant shall maintain comprehensive general liability insurance, including contractual liability insurance implementing paragraph 2 below, and, if the applicant owns any motor vehicles, comprehensive automobile liability insurance, each in amounts of \$1,000,000 for personal injury and damage to property. The Library shall be designated as an additional named insured. If an employer, the applicant shall also maintain workers' compensation insurance, in accordance with law, and employer's liability insurance, each in limits set by law.
2. The applicant shall hold harmless and indemnify the Library and its Trustees, employees and representatives from any and all claims or demands whatsoever, including costs, expenses and reasonable attorneys' fees incurred on account thereof, that may be made by any person whatsoever for personal injury or damage to property occasioned by the acts or omissions of the applicant or the applicant's officers, members, employees or representatives.
3. Certificates evidencing the above insurance shall be submitted with this application.