

APPLICATION FOR USE OF MONROE TWP. PUBLIC LIBRARY MEETING ROOM

Instructions: *Applications are due at least 2 weeks in advance of requested meeting date.
*An application must be complete and signed and must be accompanied by an insurance certificate.
*Return application to:

Monroe Township Public Library
Library Administration Office
4 Municipal Plaza
Monroe Township, NJ 08831
Fax: 732-521-4766

APPLICANT (Please Print)

Organization Name: _____ Date of Application: _____

Phone Number: _____

Address: _____ City, State: _____ Zip: _____

EVENT

*Programs cannot be scheduled when library is not open and must end 30 minutes before closing.
*Meeting rooms cannot be reserved on Sat. or Sun.

Date(s) Requested: _____ Time Requested: Start _____ End _____

Purpose/Nature of Use: _____

Number expected to attend: _____

Will refreshments be served? Yes _____ No _____

Special Requests: Podium _____ Microphone _____ Screen _____ Refrigerator _____

The library will not provide any additional equipment for use in library facilities. Availability of above is not guaranteed.

CONTACT

Name: _____ E-mail: _____

Address: _____ City, State: _____ Zip: _____

Phone: Day _____ Evening _____

SIGNED: _____

TITLE/POSITION: _____

(Signature acknowledges receipt of and willingness to comply with Library Policy.)

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FOR LIBRARY USE

Application approved (date) _____ Signed _____

Comments:

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.