

Old Bridge Public Library

MEETING ROOM RENTAL APPLICATION

Telephone: 732-721-5600 ext. 5019

Email: mjkagan@oldbridgelibrary.org

Name of Organization: _____

Organization Address: _____

Applicant Name: _____ Telephone Number: _____

Email: _____

Date Of Room Use (Provide Alternate Dates if Possible): _____

You will be contacted by phone once your application has been received.
Until then, approval of your room usage request is NOT confirmed.

Room Requested: **Large Meeting Room [capacity 150 people]**

Conference Room [capacity 12 people]

Time: From _____ to _____ Estimated Attendance: _____

Purpose of Meeting: _____

Please note: The selling of merchandise or services is prohibited in the Library Meeting Rooms.

(See # 6 under the Meeting Room Policy.)

Set Up: The Library does not set up or break down the room. This is the responsibility of the person booking the room.

Equipment: The Library has the following available for your use. Please mark off what you need.

*=\$25 Equipment fee per item.

TV/DVD Combo*	<input type="checkbox"/>	Podium with Microphone	<input type="checkbox"/>
Blackboard/ Whiteboard	<input type="checkbox"/>	Projector* (Large Room)	<input type="checkbox"/>
Kitchen Access	<input type="checkbox"/>	Easel	<input type="checkbox"/> How Many_____
Tables	<input type="checkbox"/> How Many_____	Chairs	<input type="checkbox"/> How Many_____
Tripod-Stereo Speakers*	<input type="checkbox"/>	CD Player*	<input type="checkbox"/>
No Equipment Needed	<input type="checkbox"/>		

	Residents or Local Non-Profit Group	Non Residents or For Profit Group
Large Meeting Room: (includes Kitchen)	No application fee if groups include more than 50% Old Bridge Residents.	\$120.00 (up to 3 hours) \$240.00 (3 hours+)
Conference Room: 12 person maximum	No application fee if groups include more than 50% Old Bridge Residents	\$60.00 (up to 3 hours) \$120.00 (3 hours+)

The Library's Meeting Room Policy is printed on the reverse of this Application. I have read the Meeting Room Policy and regulations. I accept full responsibility for compliance with all the rules and conditions set therein, and shall forward payment for repair for damages (as necessary) when billed. I hereby certify that the above named organization agrees to indemnify and hold harmless the Old Bridge Public Library and the Township of Old Bridge, its agents, officers and employees from any and all liability, due to any damage to persons or property occurring during the use of any of the Libraries facilities, including any and all display areas, on the above dates. During use of the meeting room the applicant shall maintain comprehensive general liability insurance. The aforementioned insurance certificate must be submitted with this application.

Signature of Applicant: _____ Date: _____

For Library Use Only

Application take by: _____ Date: _____ Confirmed and Put on Calendar _____

Use of the meeting rooms is subject to the following policies of the Old Bridge Public Library:

1. The meeting rooms are available during the regular operating hours of the Library. All programs must end fifteen (15) minutes before closing of the building, with furniture restored to its original configuration.
2. The meeting rooms are available for use by businesses, governmental units and non-profit community organizations, after a Meeting Room Application has been submitted and approved by the Library.
3. Use of the meeting room in no way implies any partnership with a community organization, business or governmental unit or approval of the contents of a program or meeting by the Old Bridge Public Library.
4. The Old Bridge Public Library name cannot be used in advertising the meeting or program except to be listed as the location of the meeting or program.
5. The Old Bridge Public Library name and address may not be used as the official location and/or address for any organization or business.
6. The selling or promotion of merchandise or services is prohibited in the meeting rooms unless the program is a Library-sponsored event and the Library administration has approved this request in advance.
7. Businesses and organizations desiring to use a meeting room are subject to the meeting room fees listed below and must secure a Certificate of Insurance prior to use of the room, reflecting liability insurance coverage of \$1,000,000. The Old Bridge Public Library should be listed as an additional insured on the Certificate of Insurance. Governmental units and organizations in which membership is based upon appointment by the governing body of Old Bridge Township or the Library are exempt from these requirements.
8. Effective January 1, 2020, non-profit organizations that include more than 50% Old Bridge residents will no longer be charged meeting room rental fees. Local non-profit organizations and groups may request exemption from rental fees and Certificate of Insurance requirements, based on their inability to pay such fees or acquire insurance Certificates due to finances or group size. The Library Director and Library Board of Trustees reserve the right to grant such exemptions. A letter asking for exemption should be submitted at least 1 month prior to a room rental, and should include any community service the organization or group engages in, as well as a statement of inability to pay rental fees.
9. Organizations that donate to the Library in excess of \$750 in a calendar year are exempt from meeting room rental fees for that year, though they still must acquire a Certificate of Insurance.
10. Applications for use of the meeting rooms should be submitted at least one week but not more than two months before the actual event. No more than two applications can be accepted from an organization or business in a two month period.
11. A separate form must be completed for each meeting requested. Payment of the meeting room fee and submission of the Certificate of Insurance must be included with each application.
12. The Library must be notified if a meeting is canceled. Any cancellation of a meeting room reservation must be made at least five (5) business days before the scheduled meeting date. If the reservation is cancelled in less than five (5) business days prior to the scheduled meeting date, the meeting room fee will revert to the Library.
13. Library and Literacy programs take priority over all other uses of the meeting rooms. Should a need arise, the Library reserves the right to cancel any booking and refund the meeting room fee. The Library will make every effort to insure this does not happen.
14. All groups using the meeting rooms must sign in and out at the Information Desk and report the number of people who were in attendance at the meeting.
15. Meetings held at the Library may not disrupt the use of the Library for others.
16. Supplies such as podium, blackboard and AV equipment (if available) will be provided if requested on the meeting room application. There is an additional fee for use of the Library's AV equipment as podium, blackboard and AV equipment (if available) will be provided if requested.
17. Alcoholic beverages are prohibited in the Library and on its grounds.
18. The setting up of chairs and tables is the responsibility of the meeting room applicant.
19. At the end of the meeting, all chairs and tables must be put away and the room restored to its former condition. All garbage and trash must be cleaned up. A vacuum cleaner is provided in the Meeting Room Kitchen. Rooms must be restored to their original condition and furniture configuration 15 minutes prior to the closing of the Library.
20. Meeting room applicants are responsible for any damage that occurs to the room or equipment during the course of a meeting. The cost of repair or replacement will be billed to the meeting room applicant and must be paid to the Library before the applicant or group can use a Library meeting room again.
21. Minors between the ages of 15-18 may use the meeting rooms. In this case, an adult must fill out and sign the Meeting Room Application Form, provide the Certificate of Insurance and assume responsibility for the use of the room.
22. In the event of an emergency closing of the Library, every effort will be made to notify the contact person listed on the meeting room application form. However, the Library cannot guarantee that the organization will be notified. It is recommended that the meeting room applicant call the Library should there be a possibility that an emergency closing will be necessary. If the Library closes due to an emergency or if inclement weather prohibits attendees from travelling to the Library, the meeting room fee will be refunded.
23. Library Staff is not responsible for the supervision of children while adults are attending programs in the meeting room. Children under the age of eight (8) are not allowed unaccompanied in the Library while their parent or guardian attends a program in the meeting room.
24. Banners, literature, photographs or signage promoting an event taking place within the meeting rooms may not be placed anywhere in the Library without the permission of the Library.
25. For purposes of fire safety, maximum occupancy of the Large Room is 150, while maximum occupancy of the Conference Room is 12. Organizations renting the Library's meeting rooms are responsible for enforcing fire safety occupancy limits.

Failure to abide by any of these policies may result in withdrawal of meeting room privileges.