



Old Bridge Public Library

Meeting Room Application

Telephone: 732-721-5600 ext. 5033 Email: mra@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] _____

Please check one

Time: From _____ to _____

Estimate Attendance: _____

Purpose of Meeting: _____

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

(See #7 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.

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 taken by: _____ Date: _____ Confirmed and Put on Calendar: _____

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

1. All use of meeting rooms is conditioned upon the submission and approval of a Meeting Room Application, and compliance with insurance requirements and all other conditions of this Policy.
2. 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 the user restoring all furniture to its original configuration.
3. The meeting rooms are available for use by businesses, governmental units and non-profit community organizations.
4. 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.
5. 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.
6. The Old Bridge Public Library name and address may not be used as the official location and/or address for any organization or business.
7. 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 expressly approved this request in advance. This includes the collection of "free-will" offerings.
8. Donations to the Library are gratefully accepted in consideration of any group or organization's use of Library facilities. However, such donations are not required as a condition of meeting room use.
9. Applications for use of the meeting rooms must be submitted at least two months prior to the date of the use / event.
10. No more than two (2) applications will be accepted from any organization or business within a two (2) month period.
11. A separate form must be completed for each meeting requested. Submission of the Certificate of Insurance as set forth below 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. Cancellation of meeting room use without such notice may affect approval of future use applications by the user.
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 to facilitate such internal programs. However, the Library will make every effort to avoid such cancellations.
14. All groups using the meeting rooms must sign in and out at the Information Services 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 patrons and employees.
16. Supplies such as podium, blackboard and AV equipment will be provided if requested, subject to availability, on the meeting room application.
17. The possession, use or distribution of alcoholic beverages, tobacco and electronic smoking products and drug substances is strictly prohibited in the Library and on Library grounds. A patron or facility user who violates these terms may be expelled from the Library at the discretion of the Library, and use privileges may be suspended. Additionally, such actions may be reported to police authorities at the discretion of the Library.
18. The setting up and/or reorganization 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 by the user. 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 no less than fifteen (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 documented and billed to the meeting room applicant, and must be paid to the Library before the applicant or group can use any 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 in emergent circumstances. It is recommended that the meeting room applicant call the Library should there be a possibility that an emergency closing will be necessary.
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 parents / guardians attend 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 Meeting Room is one hundred fifty (150), and maximum occupancy of the Conference Room is twelve (12). Organizations using 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 future meeting room privileges.
26. Movies shown or recordings played must have the appropriate public performance rights.
27. Obtaining the license and all applicable fees are the responsibility of the group using the meeting room. Proof of public performance rights shall be provided to the Library prior to the event date.

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

Procedure for Booking a Meeting Room

Applications for use of the meeting rooms must be submitted at least two months prior to the date of the use / event.

1. Fill out application

The application can be picked up at the library or printed out from the library's website:

<http://oldbridgelibrary.org>

2. Return filled out application

Place in box at the Information Services desk, email, or fax.

Email: mra@oldbridgelibrary.org

Fax: 732-607-4816

3. Confirmation

An appointed staff person will call you to confirm the date, as well as to discuss the insurance Form. Every effort will be made to make these calls as quickly as possible.

4. Insurance Form

Businesses and organizations desiring to use a meeting room must secure a Certificate of Insurance reflecting liability insurance coverage of \$1,000,000 prior to use of the room.

The Old Bridge Public Library must be listed as an additional insured on the Certificate of Insurance. Please submit this form with your application, or as soon as possible after filling out an application. Please email a copy of the Insurance form, or bring it in as quickly as possible.

5. Day of your Meeting

When you arrive the day of your meeting, please check-in at the Information Desk. Please bring your confirmation with you.