

## MEETING ROOM APPLICATION

*Revised and adopted by the Board of Trustees, January 2014*

Prior to applying, please read and review ALL meeting room regulations. Printed copies of the regulations are available at the Circulation Desk or online at: [www.middlesexlibrarynj.org](http://www.middlesexlibrarynj.org). All fields **MUST** be filled in completely.

### **APPLICANT INFORMATION:**

Organization *	
Applicant Name	
Phone Number	
Email Address	
Mailing Address	
Applicant Relationship to Organization	

\* Organizations **MUST** be non-profit and provide 501(c)(3) Determination Letter issued by IRS as the proof of non-profit status. Events scheduled at the Library can not be closed sessions and/or for fund-raising.

### **MEETING INFORMATION:**

Date of Meeting (mm/dd/yy)		# of People Expected	
Start Time*		End Time	
Type/purpose of meeting (e.g. film, lecture, discussion, etc.)			

\*This includes any set up time you need – room will not be opened any earlier

### **NEEDS:**

Room set up (e.g. tables, chairs, equipment, etc.) is the sole responsibility of the organization holding the event. Check any applicable needs if requesting Community Room (Note: Library staff is NOT responsible for any set up):  
 Number of Tables (seats 4-6): \_\_\_\_\_ Number of Chairs: \_\_\_\_\_

**I have reviewed the Library and Meeting Room Policies. I will fully abide and adhere to said Regulations and take full responsibility for the proper use of the meeting rooms. I affirm that my request is for a non-profit organization/non-profit use ONLY. In the event of injury, the organization waives the right for any of its meeting attendees to sue the Library.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

-----**LIBRARY USE ONLY**-----

Scheduled \_\_\_\_\_ Confirmed \_\_\_\_\_ Staff Signature \_\_\_\_\_