



Roseland Free Public Library
20 Roseland Avenue
Roseland, NJ 07068
(973) 226-8636

Please complete this form on-line, print it and return to:
Director, Roseland Free Public Library,
20 Roseland Avenue, Roseland, NJ 07068

APPLICATION FOR THE USE OF THE COMMUNITY ROOM

Date of Application: _____

Date of Meetings: _____

Time Room Required: From _____ to _____

Name of Organization: _____

Address: _____

Name of Individual Filing Application*: _____

Purpose of Meeting: _____ Length of Meeting: _____

Projector Needed? _____ Will Kitchen be used? _____ Approximate Size of Group _____

Chair arrangement is at the discretion of organization. The Library does not provide specialized Audio-visual equipment, extension cords, coffee pots, etc.

CONDITIONS OF USE ARE GOVERNED BY ATTACHED REGULATIONS

We have read and agree to abide by the Roseland Free Public Library Meeting Community Room Policy including all Rules and Regulations governing the use of the Library room and agree to observe all regulations of the Board of Library Trustees. We understand and agree that, if this application is granted, the undersigned will assume responsibility for the payment in full before the facility is available. We shall agree to hold harmless, defend and indemnify the Roseland Free Public Library, The Library Board of Trustees, Borough of Roseland and all of their respective employees, appointed and elected officials, contractors, agents, volunteers and representatives, from and against any and all claims, loss, liability, damage and expense for property damage or personal injury, including death, or any other basis, which might arise from the organization's use of the Library's community room, including attorneys' fees and costs. We understand that we will provide proof of insurance to cover any indemnification obligations and/or damages, if the Library requires it. We further agree to assume responsibility for the preservation of order and liability for any damage to, or loss of property that may result from this use; agree to remove from the room and all areas of the Library all materials furnishings, equipment, food, rubbish, etc, other than Library property, used or generated during our use of the room and we may be responsible to reimburse the Library for any damage and/or excess cleaning costs. It is also understood in case of any emergency, such as a severe snow storm, when use of walks, drives and parking area may not be available, it is the responsibility of the under signed to determine whether or not the event should be canceled and if this is so, the Library should be notified immediately.

The undersigned is authorized to execute this agreement on behalf of this organization.

Signature of Officer of Organization* _____

Officer Title _____ Address _____

City _____ Telephone _____

*Must be aged 18 or older

FOR LIBRARY USE ONLY

Date Application received _____ Today's Date _____

Conditions _____

Fee _____ Signature _____ Title _____