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www.millburnlibrary.org

**MILLBURN FREE  
PUBLIC LIBRARY**

**Application for Meeting Room Use**

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

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ e-mail: \_\_\_\_\_

Millburn Library Card # \_\_\_\_\_

Organization Name: \_\_\_\_\_

This is a non-profit organization. (Proof of status must be filed).

Room "A" (Auditorium)

Room "B"

Williamsburg Room

Date requested: \_\_\_\_\_ Time requested: \_\_\_\_\_ Set-up Time Needed: \_\_\_\_\_

**Fee Schedule:**

<u>Type of Group</u>	<u>Auditorium</u>	<u>Meeting Room B</u>	<u>Williamsburg Room</u>
Millburn Gov't Entity	No charge	No charge	No charge
Non-profit organization	\$75/hour	\$25/hour	\$50/hour
Private organization	\$150/hour	\$50/hour	\$100/hour

**Additional Fees for private organizations:**

Piano recital: \$300 for up to three hours, incl room set-up.  
\$75/hour for each hour (or part thereof) beyond the initial three hours.

Rehearsals: (For booked recitals). \$50/hour, or any part thereof

Piano access: \$75/hour (no recital) or any part thereof.

Coffee Urn: \$5.00. Organization provides coffee and accessories.

Refrigerator access: \$10.00. Access begins day before program and must be emptied immediately after the program.

**A-V Equipment:** The MFPL has built-in A-V equipment and free wireless Internet. You may bring your own laptop to connect to our projector. The library can lend you a VGA cable for this. The library also has a dongle to convert Mac ports to VGA. Please notify us in advance of any needs and to arrange for an introductory session on the library's A-V equipment.

**A-V Fees:**

Connect your laptop to our projector: No charge

Use of Library Laptop: \$40.00

DVD Player: \$10.00

Microphone & sound system: \$10.00

Lectern with built-in sound: No charge

*All fees must be received by the Library no later than 7 days prior to the meeting or program.*

**Signature:** \_\_\_\_\_