

200 Glen Avenue • Millburn, NJ 07041 • Tel: 973-376-1006 • Fax: 973-376-0104
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:

Type of Group	Auditorium	Meeting Room B	Williamsburg Room
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

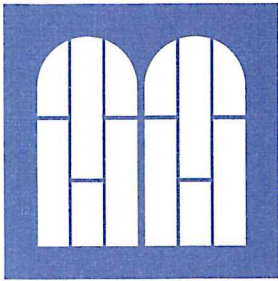
DVD Player: \$10.00

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: _____



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Damage, Indemnification, and Applicant Hold-Harmless Agreement

The undersigned agrees to assume responsibility for the preservation of order at said location and to assume liability for any damage thereto, and agrees to assume responsibility for the observance of all policies, rules, and regulations of the Millburn Free Public Library; and further releases Millburn Township, the Millburn Free Public Library, and their respective officials, employees, and agents (collectively, the Township Parties) from any liability of any kind whatsoever arising out of participation, organization, and/or sponsoring of said activity. The undersigned further agrees to indemnify and hold harmless all of the Township Parties from and against any and all actions, causes of action, losses, damages, liabilities, and claims, and all fees, costs, and expenses of any kind related thereto (including, without limitations, reasonable attorney's fees), arising out of or resulting from claims based upon or related to participation, organization, and/or sponsorship of said activity.

The undersigned is authorized to enter into, and intends to be bound by, this agreement.

Name: _____

Address: _____

City/State/Zip: _____

Phone 1: _____ (home / work / cell)

Phone 2: _____ (home / work / cell)

Phone 3: _____ (home / work / cell)

e-mail: _____

Signature: _____

Date: _____