APPLICATION FOR USE OF THE LIBRARY MEETING ROOMS

Application Date: ________________________________________________________________

Organization Name: ____________________________________________________________

Date of Meeting: ________________________________________________________________

Time of Meeting: From ______________ To ________________________________

Size of Anticipated Audience: __________________________________________________

Organization Name: ____________________________________________________________

Person In Charge: ______________________________________________________________

Address: ______________________________________________________________________

Contact Info: __________________________________________________________________

Room Desired: ______________ Community Room (Limit of 80 persons)

________________ Activities Room (Limit of 20 persons)

CERTIFICATE OF INSURANCE RECEIVED? __________ Date: ______________

________________________________ Library Staff Signature

I, __________________________________________ (printed name of person in charge), have read
the Metuchen Public Library’s Meeting Room Policy, and agree to have my organization abide
by the terms and conditions.

________________________________ Signature of Person in Charge

PLEASE SIGN THIS FORM AND RETURN IT TO THE LIBRARY.

Please note – the Library Board of Trustees is glad to offer this facility for your use without
charge. However, a contribution toward the maintenance and upkeep of the facility would be
appreciated.