

EDISON TOWNSHIP FREE PUBLIC LIBRARY

APPLICATION FOR USE OF MEETING ROOM

Complete and return to: Edison Township Public Library
340 Plainfield Avenue
Edison, New Jersey 08817

MEETING ROOMS SHALL NOT BE RESERVED WITHOUT A COMPLETED APPLICATION.

Branch location: _____ Date of application: _____

Applicant's name: _____

Applicant's address: _____

Name of organization requesting use: _____ Phone #: _____
email address _____

_____ Non-profit

_____ Profit

Meeting date(s) requested (give actual dates): _____

Estimated attendance: _____ Meeting time: _____ a.m. /p.m. to _____ a.m. /p.m.

Type of meeting (film, lecture, discussion, etc.): _____

Attached to this application is an Insurance and Liability clause, which clause is hereby incorporated by reference herein and made a part of this application.

APPLICANT HAS READ AND UNDERSTANDS THE LIBRARY'S MEETING ROOM POLICY AND REGULATIONS AND ACCEPTS FULL RESPONSIBILITY FOR COMPLIANCE WITH ALL PROVISIONS SET FORTH HEREIN.

Signature or representative or adult
sponsor of applicant

FOR LIBRARY USE:

Application approved: _____
(Date)

Fee: _____

Date paid: _____

Comments: _____

Signed: _____
Library Director

EDISON TOWNSHIP FREE PUBLIC LIBRARY

ATTACHMENT TO APPLICATION FOR MEETING ROOM USE

Date of application: _____

Applicant's name: _____

Insurance and Liability:

1. During use of the meeting room(s), the applicant shall maintain comprehensive general liability insurance, including coverage for property damage of at least \$250,000; broad form general liability coverage (combined single limit) of at least \$1,000,000 and workers compensation at statutory limits. The Library shall be designated as an additional named insured on certificate of insurance submitted with said application.

2. The applicant shall hold harmless and indemnify the Library and its Trustees, employees and representatives from any and all claims or demands whatsoever, including costs, expenses and reasonable attorneys' fees incurred on account thereof, that may be made by any person whatsoever for personal injury or damage to property occasioned by the acts or omissions of the applicant or the applicant's officers, members, employees or representatives.