



# The MORRISTOWN & MORRIS TOWNSHIP LIBRARY

Doorway to the Past, Present and Future

Chad Leinaweaver, Director

## Meeting Room 2017 Agreement

Rental charges -Per 4 hour period or less

Local Not-For-Profit organization           \$ 0.00  
(To be "local" you must primarily serve the residents of Morristown and Morris Township)

For-Profit   \$500.00 per meeting date, not including any applicable taxes

Deposit against damages

\$50.00 payable by check **only** at the time of reservation. Refundable after the meeting, if no damage is found.

Regular Library Hours (excluding holidays and holiday weekends)

Monday - Thursday	9:00 AM - 9:00 PM	
Friday	9:00 AM - 6:00 PM	
Saturday	9:30 AM - 5:00 PM	(September through June)
	10:00 AM - 2:00 PM	(July and August)
Sunday	1:00 PM - 5:00 PM	

**All members and participants in the organization must vacate the meeting room 15 minutes before the Library closes, unless special permission is given.**

Name of Organization \_\_\_\_\_

Check one:    Local Not-For-Profit \_\_\_\_\_                   For-Profit \_\_\_\_\_

Purpose or Mission of Organization \_\_\_\_\_

Brief description of type and purpose of program to be scheduled \_\_\_\_\_

Individual signing for the Organization \_\_\_\_\_  
(The person/organization listed above will be held financially responsible for any and all damages to the room, furnishings and/or equipment.)

Morristown & Morris Township Library Card # \_\_\_\_\_ **OR**

Valid New Jersey Driver's License # \_\_\_\_\_

Address \_\_\_\_\_

Phone (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Date(s) Required \_\_\_\_\_ Expected Attendance \_\_\_\_\_  
(Limit 10 per calendar year and only reserved 2 at a time)

Hours Scheduled \_\_\_\_\_ Hour Program will begin \_\_\_\_\_  
(Include set up, break down & clean-up of meeting room)

(continue on back)



Room Set-up? Audience style \_\_\_\_\_ Board Style \_\_\_\_\_

Do you plan to serve Refreshments? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, please describe \_\_\_\_\_  
*(Refreshments must be approved by the Library Director prior to meeting date. Consumption of alcoholic beverages are prohibited)*

Do you plan to distribute literature? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, please describe or enclose sample \_\_\_\_\_

**In the event of cancellation please notify the Library's Assistant Director ASAP at 973-538-6161, ext. 601**

**NOTES:**

No advertisements of the event may be posted in the Library without prior approval of the Library Director.

No admission fee may be charged except for those Conferences, Institutes, Not-for Profit Organizations, and regularly scheduled Adult Educational courses whose activities contribute to the cultural and educational welfare of the community. Such exceptions can only be allowed at the discretion of the Library Director acting for the Library Board of Trustees.

The Joint Free Public Library of Morristown & Morris Township reserves the right to cancel or amend any reservation or length of reservation according to its discretion for reasons, including but not limited to, unsafe conditions or failure of necessary equipment, substitution of a revenue producing reservation for one which was not, substitution of Library or Municipal activity for another, improper use of the facilities on a prior occasion.

**I have read and agree to abide by the provisions and regulations of the Joint Free Public Library of Morristown & Morris Township in governing the use of the meeting room. We further agree to indemnify and hold harmless the Joint Free Public Library of Morristown & Morris Township, its trustees, officers, employees and agents from any and all losses and expenses resulting from the use of the Library meeting room.**

Individual signing for Organization \_\_\_\_\_ Date \_\_\_\_\_  
*(This person/Organization will be held financially responsible for any and all damages to the room, furnishings or equipment.)*

**Joint Free Public Library of Morristown & Morris Township**

Approved \_\_\_\_\_ Date \_\_\_\_\_

**Chad Leinawever, Director**

<b>For Library Use Only:</b>	<b>Received Rental Charges (if applicable)</b> _____	<b>Check #</b> _____
	<b>Received "Deposit against Damages"</b> _____	<b>Check #</b> _____
	<b>Received insurance certificate (if applicable)</b> _____	
	<b>Returned deposit</b> _____	