Meetings Room and Events Agreement

Rental charges -Per 4 he	our period or less		
Type of Organization/ir 1. Local Non-	ndividual -profit organizations	\$.00	
2. Profit (all)		\$500.00 per meeting date	
Deposit against damage	es		
	k only at the time of reserva	tion. Refundable after the meeting, if neary Hours	o damage is found
Monday - Thursday	9:00 AM - 9:00 PM		
Friday	9:00 AM - 6:00 PM		
Saturday	9:30 AM - 5:00 PM		
•	10:00 AM - 2:00 PM	July and August	
Sunday	1:00 PM - 5:00 PM	, c	
All members and pa		ion must vacate the meeting room 1 ess special permission is given.	15 minutes before
Name of Organization_			
Individual signing for th	ne Organization		
Valid New Jersey Drive	er's License #	ponsible for any and all damages to the	_
	ary of Morristown and Mo		
	Maria S. Nort	on, Director	

The Library 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 revenue producing reservation for one which does not; substitution of Library of Municipal activity for other; improper use of the facilities on a prior occasion.

In the event of cancellation please notify the Library's Assistant Director by _____

Name of Organization						
Date(s) required		e	xpected attendance			
	expected attendance limit 10 per calendar year, reserve only 2 at one time					
Hours scheduled						
	des set up, break downce style					
Name of individual filing						
Address						
Phone: Home		Work	Library Cand			
E-mailValid NJ Driver's Licens	se #	Morristown & TV	vp Library Card	Or		
Purpose or function of O						
Check one: Profit		Local N	on- Profit			
To be "local" you must						
Brief description of type Do you plan to serve refi REFRESHMENTS MU DATE CONSUMPTION	reshments: Yes UST BE APPROVE	D BY THE LIBRA	No ARY DIRECTOR PI			
DATE. CONSUMPTION	ON OF ALCOHOL	IC BEVERAGES	IS PROHIBITED.			
Do you plan to distribute Describe or enclose samp						
admission fee may be of educational courses, or educational welfare of t Director acting for the	for non-profit orga the community. Suc	nizations whose ac ch exceptions can o	ctivities contribute to	the cultural and		
Name of Speaker						
Organization						
WE HAVE READ AND A PUBLIC LIBRARY OF M ROOM. WE FURTHER MORRISTOWN AND MO HARMELESS FROM AN LIBRARY MEETING RO	MORRISTOWN AND AGREE TO INDEM! ORRIS TOWNSHIP, NY AND ALL LOSSE	MORRIS TOWNSH NIFY AND SAVE TI ITS TRUSTEES, OI S AND EXPENSES	HP GOVERNING TH HE JOINT FREE PUB FFICERS, EMPLOYE	ES AND AGENTS		
Individual signing for Or	rganization		Date			
Morristown & Morris To Valid NJ Driver's Licens	se #			es to the room, furnishings		
or equipment	n will be neid financ	ciany responsible to	or any and all damag	es to the room, furnishings		
Joint Free Public Libra	ary of Morristown a	and Morris Townsh	nip			
Approved			Date			
Maria S. Norton, Director						
For Library Use:	Received fees (if	it against damage f applicable) ance certificate (if a		Returned deposit		