

Flemington Free Public Library
118 Main Street
Flemington, NJ 08822
908 782-5733
FAX: 908 782-3875
Application for use of the Community Room

Name of Organization _____

Individual making application _____

Phone _____

E-mail (if available) _____

Date of proposed meeting _____

Time of proposed meeting _____

Purpose of meeting _____

Approximate size of group _____

Profit (\$35 Fee) _____ or Not for Profit organization _____

I hereby apply for use of the Flemington Free Public Library Community Room, in accordance with the policy stated on the reverse side of this application. I assume full responsibility for compliance with this policy.

Signature _____

Date of application _____

STAFF USE

Certificate of liability insurance presented? _____ (please attach copy)

Fee paid? _____

Community Room Policy

The Flemington Free Public Library's Community Room is available for meetings of an educational, cultural, or civic nature. Library-sponsored activities shall have priority at all times. Other meetings will be scheduled on a first-come, first-served basis. Any question of interpretation will be referred to the library director.

Groups may not charge admission fees. Groups may restrict the meeting to their own members.

Use of the Community Room is free to local non-profit groups, although a donation is always welcome. A fee of \$35.00 will be charged to all for-profit groups using the room.

Sponsors shall assume all liability for personal injury or loss of personal property by any member of the group or organization. A certificate of liability insurance coverage must be furnished prior to using the room. Sponsors are responsible for any damage to library property. At the conclusion of the meeting, the room must be left clean and in order.

There is a small kitchen area that may be used for coffee and refreshments. The kitchen must be cleaned and all trash removed from the premises. Smoking and consumption of alcoholic beverages on the premises is prohibited.

All meetings must be concluded and the Community Room vacated by library closing time.

The Library will not provide public relations materials for any group or organization unless it is a library-sponsored program. The name and address of the Library may not be used as official address or headquarters for any group or organization. The Library does not advocate or endorse the viewpoints of meetings or meeting room users.

Approved by the Flemington Free Public Library Board of Trustees 5/26/2004