



Burlington County Library System
5 Pioneer Boulevard, Westampton, NJ 08060
Phone: 609-267-9660 | Fax: 609-267-4091
www.bcls.lib.nj.us



AUDITORIUM USE APPLICATION

Name of applicant: _____ Name of organization: _____

Address: _____

Phone: _____ Email: _____

Type of event: _____ Expected attendance: _____

Date of event: _____ Total number of hours for rental: _____ (4 or 8)

Event start time: _____ Event end time: _____ (all events must end and venue be cleared by 11pm)

BCLS staff requested for sound and lights _____ Private sound and light company required _____

By initialing this application I verify that I have read and agree

- A 20% non-refundable deposit is due upon approval of reservation
- Balance of payment is due 7 business days prior to event

In return for the Burlington County Library Commission and the Board of Chosen Freeholders allowing the above organization to use the library Auditorium, your organization shall be solely responsible for and shall keep, save and hold harmless the Burlington County Board of Chosen Freeholders and the Burlington County Library System and its servants, employees and agents from and against any and all claims, demands, suits, actions, recoveries, judgments, costs and expenses in connection therewith an account of personal injury, loss of life, and damage and loss of real and personal property of any person, agency, corporation or government entity arising out of or in consequence of any acts or omissions of Organization, his employees, agents and sub-vendors, in connection with Organization's use of a library venue.

The Organization will pay for all damage to property resulting directly or indirectly from the conduct of any persons in attendance at your event.

The Organization understands that the Burlington County Library System assumes no responsibility for any property placed in or used at a meeting or exhibit in the library.

I have received a copy of the Burlington County Library policy for Auditorium use and I understand all conditions and requirements pertaining to the use of the Auditorium.

I am an authorized representative of the organization listed above. I have read and agree to comply with the enclosed regulations for the use of the library Auditorium.

Organization: _____

By: _____ Date: _____

(authorized signer)

Approved _____ date _____