Burlington County Library
5 Pioneer Boulevard, Westampton, NJ 08060
bcls.lib.nj.us

COUNTY LIBRARY MEETING ROOM APPLICATION

For branch locations, contact branch directly

Name of applicant: _____ Name of organization: _____

Type of organization:

For Profit: ☐ Nonprofit: ☐ (copy of IRS Determination letter may be requested)

Address: _____

Phone: _____ Email: _____

Type of event: _____ Expected attendance: _____

Date(s) of event: _____ List dates for multiple use:_____

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

Arrival time: _____ Departure time: _____ Event start time: _____ Event end time: _____

(all events must end and venue cleared by 15 minutes prior to library closing)

- BCLS staff requested for AV assistance: _____ Amount of payment $_____

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

- A non-refundable payment is due upon confirmation of reservation ☐
  - Amount of payment $_____

1. Programs and meetings held in public meeting rooms are open to **all** members of the public. Permission to use a meeting room does not, in any way, constitute an endorsement by the library of the aims, principles, policies or programs of any organization or group.

2. The 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 participation in a library sponsored event.

3. If the organization will be conducting more than one program during a 12-month period of time, this Hold Harmless agreement can be modified to state single use or entire year.
   - Single use
   - Multiple use _____, 201_ to _____, 201_

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

5 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.

Organization: _____

By: _____ Date: _____

(authorized signer)

Reservation confirmed: _____
(staff initials)

Date: _____

Payment amount: $ _____ Date _____

Ticket #: _____ _____
(staff initials)