

MEETING ROOM APPLICATION/AGREEMENT

Name and address of Morristown or Morris Township Organization or Group (hereinafter referred to as “User”):

Purpose or Mission of User:

Brief Description of Type and Purpose of Proposed Program:

Name of User’s Authorized Representative Signing Agreement:

Morristown or Morris Township Address, Mobile Phone Number, and Email Address of Authorized Representative:

Morristown & Morris Township Library Card Number of Authorized Representative
_____ OR

Valid Government Issued Photo ID #

Date(s) and Times Requested:

Expected Attendance:

Room Arrangement: Audience Style _____ Board Style _____ Classroom Style _____

Do you plan on serving refreshments? Yes _____ No _____

If so, please describe:

Do you intend to distribute handouts? Yes _____ No _____ If yes, please attach a copy of all proposed handouts.

By signing this Agreement, the User acknowledges and agrees:

1. The Authorized Representative signing this Agreement is authorized and intends to bind the User to the terms set forth herein.
2. The terms of the Meeting Room Policy are incorporated into the terms of this Agreement as if set forth at length herein. Failure to comply with any provision of the Policy shall be deemed a breach of this Agreement.
3. The User agrees to hold harmless, defend, and indemnify the Board of Trustees of the Joint Free Public Library of Morristown and Morris Township, and its respective directors, employees, contractors, agents, volunteers, and representatives from and against any and all claims, loss, liability, damage, and expense, including attorney's fees and costs, for property damage or personal injury, including death, or on any other basis, that may arise from the User's use of the Meeting Room. The Library may require the User to provide proof of insurance naming the Board of Trustees as an additional insured. In the event proof of insurance is required, the amounts and coverage types are subject to the Library's sole discretion.
4. Damage to Library property as a result of the User's use of the Meeting Room will be charged to the User, and User agrees to pay for said damage in full.
5. The User agrees that it is responsible for the conduct of all persons attending the User's meeting or gathering.
6. The reservation is confirmed only when the User has received a copy of this Agreement signed by the Library Director or Assistant Director. No other employee of the Library is authorized to enter into an agreement with any User.
7. The Library may deny any application to use the Meeting Room for failing to meet the criteria set forth herein and in the attached policy, which shall be incorporated into the terms of this Agreement as if set forth at length herein.
8. The Library may cancel or amend the length of any meeting reservation at its sole discretion. In that event, the Library will make a reasonable effort to provide notice at least three days prior to the meeting reservation date.

The individual identified below has read and agrees to abide by the provisions of this Agreement and the terms of the Meeting Room Policy.

User's Authorized Representative:

Name and Title

Signature

Dated:

Joint Free Public Library of Morristown and Morris Township

Approved: _____

Dated:

Denied: _____

Dated:

Chad Leinaweaver, Director or Mary Lynn Becza, Assistant Director