

JOHNSON PUBLIC LIBRARY
USE OF MEETING ROOMS

The auditorium and conference room may be reserved for use by Hackensack businesses and local community or non-profit organizations for meetings or programs whose aims are educational, cultural and/or civic betterment. They may not be used for the buying and selling of goods or services.

Reservations for the use of the meeting rooms are subject to the following provisions:

1. An organization cannot reserve a room for more than 5 program dates per month, nor on a continuous basis beyond 90 days without reapplying. Library meetings and co-sponsored library programs will be given first priority.
2. The organization must provide a certificate of liability insurance for the amount of one million dollars (\$1,000,000).
3. No admission fee may be charged.
4. Meetings or programs must be held during regular library hours. No meeting or program should interfere with the normal functioning of the library.
5. All programs must be completed 1/2 hour before the library's closing.
6. The use of alcoholic beverages, gambling and smoking are prohibited.
7. Reservations should be made at least 30 days in advance. If the room is to be used by minors, the application must be submitted by an adult who shall agree to be responsible for the conduct of the meeting, for the payment of any fee which may be applicable, and for any and all damage which may result
8. The 30-day notice may be waived at the Board of Trustees' discretion.
9. Fees are determined at Board's discretion, and may be waived by the Board of Trustees.
10. Permission to use the library's meeting room does not imply that the library endorses any group's philosophy, ideas, views or position. The library may post a notification on or near the door to the meeting space that the group using the room is not affiliated with the library and that the event taking place is not a library-sponsored program. The renter may not advertise the program as a library-sponsored event or use the library logo or likeness in promotion of the program.
11. The rooms must be left in a clean and orderly condition. Only light refreshments may be served.

12. The person or organization reserving the room is responsible for any damage to the room or contents. Display materials that would damage walls, floors, furniture, etc. cannot be used.
13. The Director may deny activities or placement of any materials that create a disruptive, unsafe, or hostile environment.
14. Once permission for use of a meeting room is granted it cannot be transferred to another person or organization. Requests to cancel use of the meeting room must be made no less than 24 hours in advance if the fee is to be returned.
15. The library is not responsible for damage or loss of personal or organizational materials, nor can the library store materials for any group to be used in future programs.
16. Failure to comply with the above regulations may result in the loss of further rental privileges.
17. Room reservations may be canceled at any time, for any reason, including but not limited to: to conduct a library program, to accommodate library staff (work space, professional development, etc), inclement weather and building emergencies. If the library must cancel a reservation, the renter agrees to hold the library harmless from any costs, fees, litigation or retaliation. The renter will be responsible for contacting registrants of the program or meeting.

APPLICATION FOR USE OF MEETING ROOMS
Johnson Public Library
274 Main Street, Hackensack, New Jersey 07601
201-343-4169

Date: _____

Organization: _____

Contact Person: _____

Description Of Organization: _____

Date(s) To Be Used: _____

**If you are booking multiple dates, please list ALL of the specific dates you are requesting.*

Purpose for Use: _____

Time: From: _____ To: _____

No other portions of the building or grounds are to be used except the auditorium or conference room.

No library property, including supplies or equipment are to be used or assumed to be available to anyone unless permission is given.

The Custodian/Security Guard on duty will be responsible for making sure the rules are not violated.

Violation of the rules will result in the rejection of future applications and cancellation of any in effect.

The organization, by signing this application, agrees to assume full responsibility for any damages to the property and to pay for any damages incurred. The undersigned agrees that if the organization has liability insurance the policy shall name the City of Hackensack as co-insured.

I have read Policy B300 and agree to be bound by its provisions.

Signature & Title Of Applicant: _____

Address: _____ **Phone:** _____

Phone (cell – best # to call in case of an emergency): _____

Email Address: _____

Certificate of Liability Insurance: Yes _____ No _____

Reservation Rates:

**Please circle the applicable amount*

Non-profit entities (for up to 4 hours' use):

CONFERENCE ROOM-No Fee

AUDITORIUM-No Fee

For-profit entities (for up to 4 hours' use):

CONFERENCE ROOM-\$150.00

AUDITORIUM-\$250.00

How will you submit your payment?

**Please circle your method of payment.*

IN-PERSON

Please deliver to the library's Reference Desk the 1st day of your event or event series.

MAIL CHECK

*Johnson Public Library
ATTN: Melina Halpin
274 Main St.
Hackensack, NJ 07601*

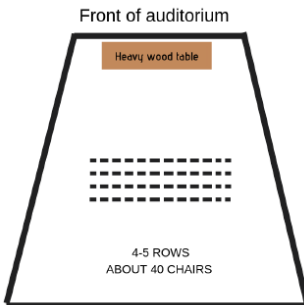
**Checks should be made out to Johnson Public Library.*

Please select your room layout.

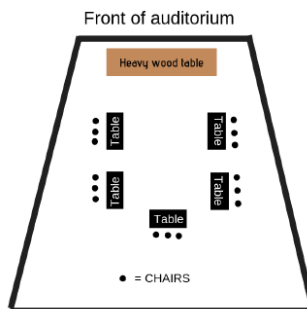
**Please circle your method of payment.*

AUDITORIUM OPTIONS:

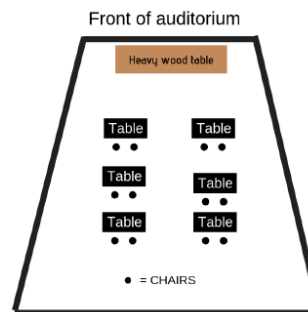
PERFORMANCE



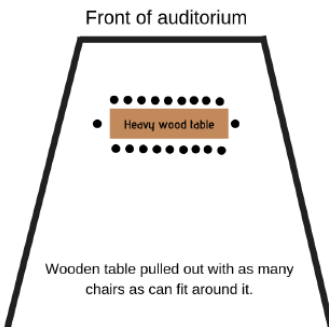
INTERACTIVE DEMO CLASS



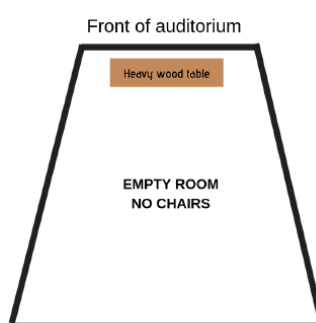
SMALL CLASS



SMALL MEETING



EMPTY



MEETING ROOM OPTIONS:

PERFORMANCE *CLASS* *MEETING*

EMPTY

Setup Note/Request: _____