

Montville Township Public Library

90 Horseneck Road
Montville, NJ 07045
Phone 973 402-0900 x.221
Fax 973 402-0592

Monday – Thursday 9:00 to 8:00
Friday 9:00 to 5:00
Saturday 9:00 to 5:00

Application for Use of Facility

Use of the Library's Pio Costa Auditorium is reserved for government, township, non-profit tax-exempt volunteer, service or cultural organizations. Final scheduling and approval for use of the Pio Costa Auditorium rests with the Library Director.

Name of organization/group: _____

Sponsor or contact person: _____

Address: _____

Phone: _____ Cell phone: _____

E-mail: _____

Alternate contact person: _____

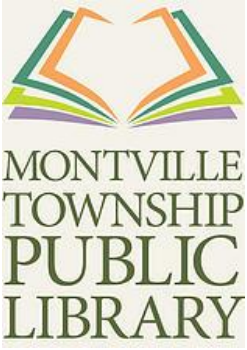
Address: _____

Phone: _____ Cell phone: _____

E-mail: _____

Date(s) requested: _____ Hours requested: _____

Description of Program: _____



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A current Certificate of Insurance showing minimum limits of \$1,000,000 per loss for general liability and \$1,000,000 for personal injury, naming Montville Township Public Library as additional insured are required. Insurance Certificate Expiration Date: _____

A \$500 refundable deposit is required: Check Number and Date: _____

Library Use of Facilities Agreement

1. No alcoholic beverages are allowed.
2. All furniture must be returned to original configuration at conclusion of meeting.
3. Hours requested must be adhered to, to avoid scheduling conflicts.
4. A Library staff member must be notified when program is concluded so the room can be locked.
5. The auditorium must be vacated 15 minutes prior to Library closing time.

I am an authorized representative of _____ and I agree to abide by the terms of this Application and Use of Facility Agreement.

Name of Applicant

Signature of Applicant

Date

Approved by: _____
Library Director or Library Assistant Director

Date