LIBRARY COMPANY OF BURLINGTON
23 West Union Street
Burlington, NJ 08106
(609)386-1273

MEETING ROOM APPLICATION

Name of Organization: _______________________________ Phone __________

Address: ________________________________________ E-mail: ___________

Contact Person 1: ________________________________ Phone __________

Contact Person 2: ________________________________ Phone __________

Purpose of Meeting: ________________________________

Average Attendance: _______ Date of Meeting: _________ Time: __________

Type of Program: __________________________________

REFRESHMENTS: Special permission must be requested. Please indicate kind of refreshments to be served. Refreshments must be self contained, i.e., not requiring heating or refrigeration, etc. and must not interfere with library operations, i.e., no deliveries; the smell must be contained to the meeting room, etc. We reserve the right to limit refreshments. The Meeting Room must be properly cleaned, the trash taken out of the building and the tables and chairs rearranged in the order they were found.

1. We will pay for all damages to property resulting directly or indirectly from the conduct of any persons attending.
2. We will not hold liable the Library Company of Burlington for any injury to persons or property caused by any individual in connection with the meetings.
3. We understand that the Library Company of Burlington assumes no responsibility for any property placed in or used with a meeting or exhibit and that the library is released and discharged from any and all liability for loss, injury or damage to persons or property which may be sustained by reason of the meeting.

SMOKING IS NOT PERMITTED IN ANY AREA OF THE LIBRARY PROPERTY

ORGANIZATIONS UTILIZING THE MEETING ROOM ARE CONSIDERED A PUBLIC ACCOMMODATION UNDER THE AMERICAN WITH DISABILITIES ACT 9ADA0 AND ARE THEREFORE RESPONSIBLE FOR PROVIDING AUXILIARY AIDS AND SERVICES IN COMPLIANCE WITH ADA.

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 meeting space.

ORGANIZATION: _______________________________ BY: _______________________________

MEETING ROOM USE APPROVED BY LIBRARY: __________________ Date: __________

REFRESHMENTS: _______________________________ APPROVED: YES ______ NO ______