

ATLANTIC CITY FREE PUBLIC LIBRARY  
APPLICATION FOR USE OF THE MEETING ROOM

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The Library must receive this application and any fees at least three (3) weeks prior to the requested dates. The Library will mail written notification of the availability of the facilities and equipment within five (5) business days of receipt of the application and fees.

MAIL TO: Atlantic City Free Public Library  
Scheduling Department  
One North Tennessee Avenue  
Atlantic City, NJ 08401

Library Hours:  
Mon.-Tues.-Wed. 10 a.m. - 8 p.m.  
Th-Fri-Sat. 9 a.m. - 5 p.m.

Name of Organization: \_\_\_\_\_

Address of Organization or President: \_\_\_\_\_

\_\_\_\_\_ Telephone Number \_\_\_\_\_

Name and Address of Individual Applying: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: (Home) \_\_\_\_\_ (Business) \_\_\_\_\_

Type and Purpose of Organization: \_\_\_\_\_

Purpose of Meeting or Program: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Time of Meeting(s): From \_\_\_\_\_ To \_\_\_\_\_

**MEETING MUST END AT LEAST 15 MINUTES BEFORE LIBRARY CLOSING TIME**

Approximate Attendance \_\_\_\_\_ Do You Plan to Distribute Literature? Yes \_\_\_ No \_\_\_ If Yes, Enclose Sample(s)

Number of Tables \_\_\_\_\_ Number of Chairs \_\_\_\_\_

Please indicate if any of the following equipment is needed: Podium \_\_\_ Blackboard \_\_\_ TV/VCR \_\_\_ Overhead Projector \_\_\_

**NONREFUNDABLE FEES FOR USE OF MEETING ROOM, PAYABLE AT TIME OF APPLICATION, EFFECTIVE JANUARY 1, 2000**  
**NONPROFIT ORGANIZATIONS MUST SUBMIT PROOF OF NONPROFIT STATUS WITH APPLICATION.**

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|-------------------------------------|--|----------|
| - Cleanup Fee -                     | (\$5.00 per day if refreshments are served)  | \$ _____ |
| - Room Fee - Nonprofit Organization | (\$5.00 per day for up to 3 Hours Use/<br>\$10.00 per day for up to 7Hours Use)    | \$ _____ |
| - Room Fee - Profit Organization    | (\$50.00 per day for up to 3 Hours Use/<br>\$100.00 per day for up to 7 Hours Use) | \$ _____ |

**TOTAL ENCLOSED \$ \_\_\_\_\_**

Each organization agrees to Indemnify and Hold Harmless the City of Atlantic City and the Atlantic City Free Public Library, their agents and employees from and against all claims, damages, losses and expenses, including reasonable attorney's fees arising out of the utilization of the Meeting Room with the Atlantic City Free Public Library, including claims as to bodily injury, illness, death or property damage.

It is understood that the City of Atlantic City and the Atlantic City Free Public Library assume no responsibility whatever for any property placed in the Library in connection with a meeting or exhibit; that the City of Atlantic City and the Atlantic City Free Public Library are hereby expressly released and discharged from any and all liability for any loss, injury or damage to persons or property which may be sustained by reason of Meeting Room attendance.

We have read the Meeting Room Policy and this statement and agree to abide by the terms and regulations of the Library governing the public meeting rooms.

X \_\_\_\_\_  
Date

X \_\_\_\_\_  
Officer (Signature)

X \_\_\_\_\_  
Name of Organization

Approved for the Atlantic City Free Public Library \_\_\_\_\_