

Long Hill Township Library  
MEETING ROOM APPLICATION

Applicant: **Please review & sign BOTH SIDES**

Room being applied for:

Conference Room (seats 12) \_\_ Meeting Room (seats 80)\_\_ Group Study Room(seats 4)\_

Name of organization or individual:

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Brief Description of type and purpose of program:

Date(s) requested: \_\_\_\_\_

Hours schedule (include prep and clean up time): \_\_\_\_\_ Hour program is to begin: \_\_\_\_\_

Expected attendance: \_\_\_\_\_

Name of individual filing application: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

(circle preferred method of contact)

**I have read, and agree to abide by, the policies and regulation of the library governing the use of the library meeting room. I agree to indemnify and save harmless the Township of Long Hill and the Long Hill Township Library, its officers, employees and agents from any loss, damage, liability, costs and/or expenses that may arise during my use of the Library facilities and equipment.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return the completed application to the library-**

**Email: [circ-lht@mainlib.org](mailto:circ-lht@mainlib.org) or fax to 908-647-2098**

**Or drop off/mail to the library at 917 Valley Road, Gillette, 07933**

In the event of cancellation, please notify the library as 908-647-2088 ext. 0 as soon as possible

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**FOR STAFF**

Applicant has a LHT Library card \_\_\_\_\_ **OR** has shown proof of residency \_\_\_\_\_

Item provisionally added to meeting room calendar: Staff initials: \_\_\_\_\_ Date: \_\_\_\_\_

Final Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Please read, sign and date.

I understand that according to Long Hill Library Meeting and Conference Room Policy:

- Applicant must be a Long Hill Township Resident, must be present at the event(s) and is responsible for ensuring compliance with applicable policies and regulations.
- **Use of library AV/IT equipment and the wired network is not provided.**
- No commercial enterprises are permitted.
- All events must be open to the general public.
- No admission fee may be charged.
- Attendees are not required to be members of the sponsoring organization or group.
- Advertising of any event held at the library will make clear that any such event/activity is not sponsored by the Long Hill Township Library.
- While the Library does not charge a fee for the use of its meeting spaces, donations are accepted.

**Please be sure to read the complete Public Use of Meeting Spaces Policy before signing the application.**

Name: \_\_\_\_\_ Date: \_\_\_\_\_