

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

The Library must receive this application and any fees at least two (2) 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. **These rooms are available during regular Library hours when not in use for scheduled Library activities.**

MAIL TO:

Ocean City Free Public Library
ATT: Julie Brown
1735 Simpson Avenue
STE #4
Ocean City, NJ 08226

Hours:

Monday – Friday- 9:00 a.m. – 9:00 p.m.
Saturday 9:00 a.m. – 5:00 p.m.
Sunday 11:00 a.m. – 5:00 p.m.

Name of Organization: _____

Address of Organization or President: _____

_____ Telephone Number _____

E-Mail: _____ Website: _____

Name and Address of Individual Applying: _____

Telephone Number: (Home) _____ (Business) _____

Fax Number: _____

Type and Purpose of Organization: _____

Purpose of Meeting or Program: _____

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

Date(s) Requested:

Time of Meeting(s): From _____ To _____

MEETING MUST END AT LEAST 15 MINUTES BEFORE LIBRARY CLOSING TIME

Do You Plan to Distribute Literature? Yes or No-If Yes, Please Enclose Sample(s)

Number of Tables _____ Number of Chairs _____

Please indicate if any of the following equipment is needed:

Podium___ Whiteboard___ DVD___ Overhead Projector___ Laptop Computer___ Microphones___

Approximate Attendance_____

Meeting Room Organization is Requesting_____

MEETING ROOM FEES

LECTURE ROOM N110 (holds up to 105 people) \$100.00 UP TO 4 HOURS/ \$200 UP TO 7 HOURS

MEETING ROOM N111 (holds up to 59 people) \$50.00 UP TO 4 HOURS/ \$100.00 UP TO 7 HOURS

MEETING ROOM N116 (holds up to 35 people) NO FEE

LECTURE ROOM N110 + MEETING ROOM N111 (holds up to 154 people) \$150.00 UP TO 4 HOURS / \$300.00 UP TO 7 HOURS

DISCOUNTED MEETING ROOM FEES NEW JERSEY STATE, COUNTY, MUNICIPAL, FEDERAL GOVERNMENT AGENCIES AND NON PROFIT ORGANIZATIONS:

LECTURE ROOM N110 (holds up to 105 people) \$75.00 UP TO 4 HOURS/ \$150.00 UP TO 7 HOURS

MEETING ROOM N111 (holds up to 59 people) \$25.00 UP TO 4 HOURS/ \$50.00 UP TO 7 HOURS

MEETING ROOM N116 (holds up to 35 people) NO FEE

LECTURE ROOM N110 + MEETING ROOM N111 (holds up to 154 people) \$100.00 UP TO 4 HOURS/ \$200.00 UP TO 7 HOURS

CLEANUP FEE (if refreshments are served) \$50.00 PER DAY

**MEETING ROOM FEES ARE NONREFUNDABLE AND PAYABLE AT TIME OF APPLICATION.
EFFECTIVE JANUARY 1, 2010.**

FEE FOR MEETING ROOM: \$ _____ FEE FOR CLEANUP: \$ _____

TOTAL FEES ENCLOSED: \$ _____

**NONPROFIT ORGANIZATIONS MUST SUBMIT PROOF OF NONPROFIT STATUS WITH
APPLICATION.**

Each organization agrees to Indemnify and Hold Harmless the City of Ocean City and the Ocean 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 Ocean City Free Public Library, including claims as to bodily injury, illness, death or property damage.

It is understood that the City of Ocean City and the Ocean 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 Ocean City and the Ocean 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.

Date of Application _____ Officer (Signature) _____

Name of Organization

Approved for the Ocean City Free Public Library

Library Contact:

Julie A. Brown, MLS
Adult Programming Librarian
Ocean City Free Public Library
1735 Simpson Avenue
Ocean City, NJ 08226
(609) 399-2434 x5222
(609) 398-0751 Fax
jbrown@oceancitylibrary.org

031512