

# APPLICATION FOR USE OF LIBRARY MEETING ROOM

PLEASE NOTE: If we have not received this application within seven (7) days from initial booking, use of the room will be forfeited.

WRITTEN CONFIRMATION WILL BE SENT UPON RECEIPT OF THE COMPLETED APPLICATION.

HUNTERDON COUNTY LIBRARY(HCL)  
314 State Route 12 Bldg. #3 Flemington, New  
Jersey 08822 Phone: (908) 788-1444  
Fax: (908) 806-4862

NORTH COUNTY BRANCH LIBRARY(NCB)  
65 Halstead Street  
Clinton, New Jersey 08809

Location (Check one):

HCL Meeting Room HCL Friends Room NCB Meeting Room NCB Grandin Room

**PLEASE PRINT**

APPLICATION DATE \_\_\_\_\_

ORGANIZATION NAME \_\_\_\_\_

DATE OF MEETING \_\_\_\_\_

TIME OF MEETING (FROM) \_\_\_\_\_ (TO) \_\_\_\_\_

Please allow one half hour for set up and one half hour for take down if needed. Take this time into consideration when booking the meeting room.

ANTICIPATED ATTENDANCE \_\_\_\_\_

PURPOSE AND FUNCTION OF THE ORGANIZATION \_\_\_\_\_

NAME OF OFFICER \_\_\_\_\_

ADDRESS OF OFFICER \_\_\_\_\_

TELEPHONE NUMBER OF OFFICER (WORK) \_\_\_\_\_ (HOME) \_\_\_\_\_

DO YOU NEED USE OF THE FOLLOWING ITEM (PLEASE CIRCLE): KITCHENETTE

If you would like your group's information included on our website's "Calendar of Events," please fill in your group name and contact information below as you would like it to appear on the calendar.

GROUP NAME \_\_\_\_\_ CONTACT NAME AND PHONE # \_\_\_\_\_

Please contact (908) 788-1444 (HCL Library Administration Office) if you need to cancel a meeting. Remember, there may be other groups who could use the room in your time slot.

The meeting room is accessible to people with disabilities, but special accommodations must be made for meetings still in progress after 9:00 p.m. Advance notice is required if this condition applies to your group.

I vouch that I have read the meeting room policy and agree that I will abide by the conditions of the policy. I UNDERSTAND THAT POLITICAL ACTIVITIES OR CHARGING ADMISSION FOR EVENTS IS NOT PERMITTED.

I vouch that I am at least 18 years of age.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**In response to your request for use of a meeting room in a County-owned building, the following guidelines and request form are provided:**

**GUIDELINES FOR USE OF COUNTY BUILDINGS/MEETING ROOMS**

County buildings/meeting rooms may be used by government entities for official business and non-profit organizations for educational, cultural or civic events.

Meetings by groups whose objectives are political in nature or whose objective is to lobby for/against public action are prohibited. Non-partisan political events designed for educational purposes such as debates may be approved upon review and approval by the Board of Chosen Freeholders.

The scheduling of room use is on a first come, first served basis and is scheduled at the sole discretion of the County. Requests for room use should be made as far in advance as possible.

While regularly scheduled meetings shall not exceed 2 per month, special meetings may be permitted if space is available on a case by case basis.

A certificate of insurance, naming the County of Hunterdon as an additional insured, must accompany the request. The certificate of insurance must include General Liability with a minimum of \$1,000,000 Workmen's Compensation with \$100,000/\$500,000/\$100,000 coverage and Excess Liability, if available. Groups may petition the Freeholders for a waiver of this requirement in appropriate circumstances.

Groups that are not organized as non-profit or government entities require special Freeholder consideration for approval.

If the meeting/activity is scheduled on off hours/weekends/holidays or if there are special accommodations/set up required, there will be a \$35.00 per hour fee for payable to the County for opening/preparing the room/closing/cleaning the facility, unless waived by the Board of Chosen Freeholders, for each County personnel required. There will a \$75 per hour fee for the Historic County Court House, payable to the County for the same services.

Organizations assume responsibility for any damage to room contents. No additional furniture or equipment, other than what is available, is to be used without County approval.

The County is not responsible for providing storage of equipment, supplies, materials or other items owned by a group and used in the county building.

Groups are expected to pick up after themselves and make sure the room is returned to its original state.

Food and beverages are only permitted in designated areas. Smoking in County buildings is prohibited. Visitors must stay in designated areas.

In the event of an emergency involving the physical plant, (flooding, electrical problems, plumbing, etc.) contact the County Emergency Services Department at (908) 788-1202 who will contact the County Buildings and Maintenance Department.

Room capacity must be strictly enforced.

In the event of an accident involving injury, contact the appropriate emergency department via 9-1-1. Scheduled use of room may be subject to cancellation.

**FAILURE TO COMPLY WITH GUIDELINES MAY RESULT IN DENIAL OF FUTURE REQUESTS**

**I acknowledge that I have read and understand the above guidelines:**

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Signature

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Date