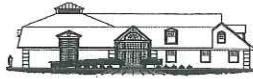


R I V E R D A L E
Public Library



93 Newark Pompton Turnpike • Riverdale, New Jersey 07457
Phone: 973-835-5044 • Fax: 973-835-2175
www.riverdalelibrary.org

MEETING ROOM APPLICATION FORM		
Date of Application:	Date Received:	Staff Initials:
ORGANIZATION		
Name of Applicant:		
Organization:		
Address:		
Phone:	Phone	
Fax:	Email	
<input type="checkbox"/> For Profit <input type="checkbox"/> Non-Profit Purpose of Organization:		
PROGRAM		
Description of Program:		
Name of speaker:		
Do you plan to distribute literature? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please describe or enclose a sample.		
Expected Attendance: _____	Do you plan to serve refreshments? <input type="checkbox"/> Yes <input type="checkbox"/> No	
SCHEDULING INFORMATION		
Day of the week and time requested (Include set up & clean up):		
Dates requested: (Please provide each <i>calendar</i> date. Attach a list if additional space is required.)		
Special equipment requested (e.g. projection screen or podium):		
REQUIREMENTS & APPROVALS		
Deposit Required: <input type="checkbox"/> Yes <input type="checkbox"/> No Amount _____	Date Received:	
Fee Required: <input type="checkbox"/> Yes <input type="checkbox"/> No Amount _____	Date Received:	
Proof of Insurance	Date Received:	
Insurance Carrier		
Policy Number		
Request Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date:	
Organization Notified of Board Decision	Date:	Staff Initials:

RIVERDALE PUBLIC LIBRARY MEETING ROOM AGREEMENT

Rental Charges and Fees

- Rental charges apply to profit organizations. They do not apply to non-profit organizations.
- Rental charges are for each 4 hour period or part thereof.
- A deposit against damages if due and payable at the time of reservation. It is refundable if there is no damage and if the room does not require additional clean up.
- Rental fees are due no later than one week prior to the reservation.

Meeting Room	Capacity	Rental Charge	Deposit
Upper	12	\$50.00	\$25.00
Lower	30	\$75.00	\$25.00

Conditions

- Alcoholic beverages are not permitted.
- The organization is responsible for providing all materials and equipment used during the program, unless there is a prior agreement approved by the Director.
- The organization is responsible for setting up the room, for clean up, and for returning tables and chairs to their original configuration.
- No advertisements of an event may be posted in the Library without prior approval of the Director of the Riverdale Public Library.
- No admission fee may be charged for programs held in the library's meeting rooms.
- Exceptions to any conditions can only be authorized by the Riverdale Public Library Board of Trustees.

Availability

- Meetings may be held only during the library's normal hours of operation. Please verify hours with library staff.
- Meetings are expected to end and the meeting space cleared no later than 15 minutes prior to the library closing.
- *The Riverdale Public Library reserves the right to cancel or amend any reservation or length of reservation according to its discretion for reasons, including but not limited to, unsafe conditions or failure of necessary equipment, substitution of a revenue producing reservation for one which does not produce revenue, substitution of Library or Municipal activity for other meeting, improper use of the facilities on a prior occasion.*

We have read and agree to abide by the provisions and regulations of the Riverdale Public Library governing the use of the Library's meeting rooms. We further agree to indemnify and hold harmless both the Riverdale Public Library and the Borough of Riverdale from any and all losses and expenses arising out of the use of the Library's meeting rooms.

Name: _____ Date: _____

Title: _____

Approved: _____ Date: _____
Director