

Application for Use of the New Brunswick Free Public Library Meeting Room or the Henry Guest House.

Organization			
Date of Application			
Has the organization previously used the Library facilities	Yes	No	
Activities Planned			
Name, Address and Card Number of Applicant			
Name & Address of Contact Person			
Contact Phone, Fax, E-Mail. Star preferred.	Voice: (____) _____		
	FAX: (____) _____		
	Email: (____) _____		

The undersigned agrees they are authorized by their organization to commit their organization to complying with the policies and rules governing the use of the Meeting Room and the Henry Guest House.

Signature

Print Name

Date Desired (<i>List only one date per form</i>)		Expected Attendance	
Arrival Time*		Departure Time	
Location Preferences	Library Meeting Room Henry Guest House Date and Time Important, will take either location		
Handicapped Accessibility Required [†]	Yes	No	
Kitchen Facilities (Sink only) [‡]	Needed	Not Needed	
Equipment Needed [§]	VCR and/or Television Extension Cord	Overhead Projector Slide Projector	Podium

Approved_/_/200__ Initials ____
 Disapproved....._/_/200__ Initials ____
 Posted_/_/200__ Initials ____
 Notified by FAX Mail In person Telephone E-Mail_/_/200__ Initials ____

* Meetings including setup and cleanup may only take place during times the Library is open. If the library closes at 5:00 p.m., the meeting and cleanup must be done by 4:45 p.m., if the library closes at 9:00 p.m., the meeting and cleanup must be done by 8:45 p.m.

[†] ***Only the Community Room is handicapped accessible. The Henry Guest House is NOT handicapped accessible.***

[‡] Only Community Room (Sink Side) has access.

[§] The availability of equipment is ***not guaranteed*** and the Library permits the use of library equipment as a courtesy. If you ***must*** have the equipment, we advise bringing your own.