

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. The library will supply contact information for the person and organization upon request from a member of the public.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

Specific Date Desired ( <i>One date per form</i> )		Expected Attendance	
Arrival Time*		Departure Time	
Location Preferences	Library Meeting Room <input type="checkbox"/> Henry Guest House <input type="checkbox"/> Date and Time Important, will take either location <input type="checkbox"/>		
Kitchen Facilities (Sink only) <sup>†</sup>	Needed <input type="checkbox"/> Not Needed <input type="checkbox"/>		
Will Food be served?	Yes <input type="checkbox"/> No <input type="checkbox"/> Podium Needed <input type="checkbox"/>		

Approved/ Disapproved \_\_\_/\_\_\_/201\_\_\_ Initials \_\_\_ Posted \_\_\_/\_\_\_/201\_\_\_ Initials \_\_\_  
Notified by FAX  Mail  In person  Telephone  E-Mail  \_\_\_/\_\_\_/201\_\_\_ Initials \_\_\_

Return form to Nancy Ruiz via mail (New Brunswick Free Public Library, 60 Livingston Ave, New Brunswick NJ 08901-3026), email ([nruiz@lmxac.org](mailto:nruiz@lmxac.org)), or Fax 732.846.0226.

**The organization using the facilities is responsible for set up and clean up. Meetings must be without charge and the seeking of donations is prohibited. Nothing may be sold nor may orders be taken.**

\* Meetings including setup and cleanup must be 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., by 8:45 p.m.

† Only Carl T. Valenti Community Room (Sink Side) has access.