

METUCHEN PUBLIC LIBRARY
480 MIDDLESEX AVE. METUCHEN, NJ 08840
732-632-8526 (VOICE) 732-632-8535 (FAX)

APPLICATION FOR USE OF THE LIBRARY MEETING ROOMS

Application Date: _____

Organization Name: _____

Date of Meeting: _____

Time of Meeting – From: _____ To: _____

Size of Anticipated Audience: _____

Organization Office (Or Person inCharge): _____

Address: _____

Phone/FAX: _____

Room Desired: _____ Community Room (Limit of 80 persons)

_____ Activities Room (Limit of 20 persons)

CERTIFICATE OF INSURANCE RECEIVED? _____ Date: _____

Library Staff Signature

I have read the Metuchen Public Library Policy on the use of its meeting rooms, and agree to have my organization abide by the terms and conditions.

Signature of Person in Charge

PLEASE SIGN THIS FORM AND RETURN IT TO THE LIBRARY.

Please note – the Library Board of Trustees is glad to offer this facility for your use without charge. However, a contribution toward the maintenance and upkeep of the facility would be appreciated.