

APPLICATION FOR USE OF MILLBURN FREE PUBLIC LIBRARY MEETING ROOM SPACE

NAME _____

ORGANIZATION _____

IS YOUR ORGANIZATION _____ NON-PROFIT _____ FOR PROFIT

ADDRESS _____

PHONE NUMBER

HOME _____

WORK _____

CELL _____

EMAIL ADDRESS _____

ATTENDANCE EXPECTED AT EVENT _____

PROGRAM DATE _____ TIME _____

SET-UP TIME NEEDED _____

ROOM PREFERENCE *(no fee for non-profit groups)*

____ Room A **\$150** per hour

____ Room B **\$50** per hour

____ Williamsburg Room **\$100** per hour

An additional \$20 per hour will be charged for the room after 9:00 p.m. on Monday, Tuesday, Wednesday, and Thursday. No meetings may run past 5:00 p.m. on Friday or Saturday or past 4:30 p.m. on Sunday. This applies to both non-profit and for-profit groups.

MEETING ROOM EQUIPMENT (check all needed. No fees for non-profit groups)

___ Piano Recitals -- three (3) hrs **\$250***

___ Coffee Urn **\$5** (coffee & accessories to be provided by the organization using the room)

___ Kitchen Privilege (Room B) **\$10** (refrigerator storage – must be emptied immediately after the program)

___ Digital Projector **\$40** (renting organization is responsible for knowing how to use the equipment)

All fees must be received by the Library no later than 7 days before the meeting or program.

Please return all forms to:

Leighan Cazier, Millburn Public Library, 200 Glen Avenue, Millburn, NJ 07041 or fax to 973.376.0104