



MONTVILLE
TOWNSHIP
PUBLIC
LIBRARY

Montville Township Public Library
90 Horseneck Road Montville, New Jersey 07045

Monday – Thursday	9:00am to 9:00pm
Friday	9:00am to 5:00pm
Saturday	9:30am to 5:00pm
Sunday	1:00pm to 5:00pm

APPLICATION FOR USE OF FACILITY
BY MONTVILLE TOWNSHIP NON-PROFIT ORGANIZATIONS

Name of organization/group: _____

Sponsor or contact person: _____

Address: _____

Telephone (day): _____ (evening) _____

Alternate contact person: _____

Address: _____

Telephone (day): _____ (evening) _____

Purpose or function of organization/group: _____

Insurance Certificate (naming Township of Montville as additional insured)

☐ Not Required ☐ Required Expiration date: _____

Description of proposed program: _____

Name of guest speaker (if applicable): _____

Date(s) requested: _____

Hours requested (include time for set-up and clean-up):

From: _____ To: _____

- Facility required:
- ☐ Conference Room (capacity 40)
 - ☐ Pio Costa Auditorium (capacity 130)
 - ☐ Lobby (capacity 40)
- Equipment Required:
- ☐ Hand Microphone
 - ☐ Rear-Screen Projector
 - ☐ Small Screen
 - ☐ CD/DVD Player
 - ☐ VHS Player
 - ☐ Laptop

USE OF LIBRARY FACILITY AGREEMENT:

Your cooperation is appreciated

1. No alcoholic beverages are permitted
2. Only two electric coffee pots can be plugged in at the same time in the three rooms
3. Your group may reconfigure tables and chairs; however, all furniture must be returned to original configuration at conclusion of meeting
4. Equipment utilized must be returned
5. All areas should be cleaned and in order prior to leaving the facility
6. Hours requested must be adhered to in order to avoid scheduling conflicts and to secure the building
7. Meeting room check list must be completed and returned to a staff member when leaving the facility
8. Exterior doors must be pulled shut upon exiting the building

I am an authorized representative of _____ and I agree to abide by these terms of the Use of Facility Agreement.

Print or type name of applicant

Signature of applicant

Date

Approved: _____

Township of Montville