



# The Library Company of Burlington

23 West Union Street  
Burlington, NJ 08016  
(609) 386-1273

## Meeting Room Policy Agreement

The Library Company of Burlington Meeting Room is located on the lower level and is used for library programs and library sponsored events. When not in use by the library, the space is available to Burlington City and Burlington Township departments, academic or educational group study meetings, and local nonprofit community groups on a case by case basis. Outside events and meetings are scheduled at the discretion of the Library Director and the Library Board of Trustees with the following conditions:

- Organizations will be charged \$25.00 per hour for room use and a \$25.00 Cleaning Deposit Fee, if necessary. Both fees are due at least one week prior to the event or program. **Please note – we cannot accept money orders, wire transfers, or credit card payments.**
- Organizations must include and submit to The Library Company of Burlington a certificate of liability form as an additional insured. This certificate must show general liability, bodily injury and property damage coverage with minimum limits of liability no less than \$500,000.
- Groups are responsible for setting up tables and chairs prior to the meeting. Groups are also responsible for cleaning up after the meeting. There will be a \$25.00 clean up fee assessed if the room is not left in its original condition. The Rental Fee applies only to the facility meeting room and furnishings (tables and chairs).
- NO FOOD will be permitted in the meeting room without prior request and approval. If you are permitted to have food, a \$25 cleaning fee will be requested prior to your event. The Meeting Room must be properly cleaned, the trash emptied and removed, and the tables/chairs rearranged in the order they were found BEFORE the Cleaning Deposit will be returned. All cleaning, trash removal etc... must be done by you or your group on the day of the event. Any damages or theft of library property will first be deducted from your cleaning deposit fee. Any balance will be invoiced to your or your group.
- The meeting room must be vacated by 7:45 pm Monday through Thursday, 5:45 pm on Friday, and 2:45 pm on Saturday. If your group is late leaving, you will be charged the overtime fee for the staff that had to stay late.
- All publicity and signs distributed by your organization must be pre-approved by The Library Company of Burlington, must be professional in nature, and must be removed immediately after the program. Any publicity or signs provided by you/your organization must not give the impression that the library sponsors your program or event.
- In the event of an unexpected library closure, those concerned will be notified. In turn, the library requests advanced notification if you/your organization will be cancelling an event or program.
- The Meeting Room occupancy is limited to 49 people.
- Organizations utilizing the meeting space are considered a public accommodation under the Americans with Disabilities Act (ADA) and therefore, are responsible for providing their own auxiliary aids and services in compliance with the ADA.
- Alcohol consumption and smoking inside and outside library property, including but not limited to sidewalks and front steps, is **strictly prohibited**.

**My submission of this rental agreement form certifies that I have read, understood and will honor all the terms of this rental agreement.**

**Signature:**

**Date:**

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## Meeting Room Application

Name of Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Person #1: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Person #2: \_\_\_\_\_ Phone: \_\_\_\_\_

Type and Purpose of Meeting: \_\_\_\_\_

Average Attendance: \_\_\_\_\_ Date of Meeting: \_\_\_\_\_ Time: \_\_\_\_\_

**REFRESHMENTS:** Special permission must be requested and granted. Please indicate type of refreshments to be served. Refreshments must be self-contained (not requiring heating or refrigeration) and must not interfere with library operations (no deliveries or permeating smells). The Library reserves the right to limit refreshments. The Meeting Room must be properly cleaned, trashed removed and tables/chairs rearranged.

**SPECIAL ACCOMODATION:** Organizations utilizing the meeting space are considered a public accommodation under the Americans with Disabilities Act (ADA) and therefore, are responsible for providing auxiliary aids and service in compliance with the ADA.

**RESPONSIBILITY:** By submitting this application, your or your group agrees to be responsible for and pay for all damages resulting directly or indirectly from the conduct of any person attending your meeting. Your group will not hold liable the Library Company of Burlington for any injury to persons or property caused by any person in connection with the meeting. Your group understands that the Library Company of Burlington assumes no responsibility for any property placed or used for a meeting or exhibit and that the library is released and discharged from any liability or loss, injury, or damage to persons or property sustained by reason of the meeting.

**I am an authorized representative of the organization listed above. I have read and agree to comply with the enclosed regulations for the use of the meeting space.**

**Organization:** \_\_\_\_\_ **Signature** \_\_\_\_\_

Meeting Room Use Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Refreshments: \_\_\_\_\_ Approved: YES or NO



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## Hold Harmless Agreement

Between the Library Company of Burlington located at 23 West Union Street in Burlington, NJ

And

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone/Email \_\_\_\_\_

Organization Name \_\_\_\_\_

In consideration of the use of the Library Company of Burlington and its property on the following date and time \_\_\_\_\_, for the purpose of \_\_\_\_\_

The undersigned agrees to indemnify and hold the Library Company of Burlington and its officers, agents, and employees harmless from any and all liability, claim, cost and attorney's fees arising out of the use of the property referenced above.

I understand that this Hold Harmless Agreement also requires that the Library Company of Burlington is indemnified from any losses or damages resulting from the acts or omissions from any guest, participant, visitor, or any other person attending the event herein referred to. Unless waived, I understand that I must provide proof in writing to the Library Company of Burlington as an additional insured with general liability, bodily injury and property damage coverage with minimum limits of liability not less than \$500,000.

In order to induce the Library Company of Burlington to accept this Hold Harmless Agreement, the following information concerning the intended use of the premises is furnished:

- a) Alcoholic beverages **WILL NOT** be served.
- b) Total number of persons anticipated is \_\_\_\_\_ and will not exceed room occupancy of 49.
- c) Live entertainment **WILL** or **WILL NOT** be provided.
- d) Other \_\_\_\_\_

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ as the binding act in deed of \_\_\_\_\_

Chapter \_\_\_\_\_ (name of organization).

Authorized signature \_\_\_\_\_ Witness \_\_\_\_\_

Amount Paid: \_\_\_\_\_

Amount Due: \_\_\_\_\_