



Ringwood Public Library

30 Cannici Drive
Ringwood, NJ 07456
973-962-6256

APPLICATION FOR USE OF COMMUNITY ROOM

Please read the attached Community Rooms Use Policy

1. Room requested: (check one) ___ Meeting Room or ___ Conference Room
2. Name of Requesting Organization: _____
3. Day of Week & Date of Program: _____
If recurring meeting dates, please attach a listing of all requested dates. Also, indicate when you will not be meeting due to holidays, school vacations or other schedule variations.
4. Program Start Time: _____ Program End Time: _____
We suggest adding a half hour to start and conclusion of most programs to accommodate audience seating and departure.
5. Contact Person: Name: _____
Address: _____
6. Phone Number: Daytime _____ Evening _____
7. Email Address: _____
8. Emergency Contact & Number: _____
9. Purpose or Type of Program: (Please be as specific and complete as possible. Attach additional sheet if necessary)

10. Will there be any charges to the participants? _____ If yes, how much & for what purpose?

11. Is the program open to the general public? _____ Yes _____ No

12. Expected Number of Attendees: _____

13. Furnishings and Equipment needed: We will provide a basic room set up. (NOTE: IF YOU NEED TO REARRANGE THE ROOM, YOU MUST PUT IT BACK IN ITS ORIGINAL SET UP BEFORE YOU LEAVE.)

Chairs _____ Tables _____ Podium _____ Easel _____

Technology _____

14. Will refreshments be served? _____ Yes _____ No

If yes, please describe: _____

15. Age Group of Children (if under 18): _____

16. Number of Supervising Adults (for children under 18): _____

Required Certificate of Insurance is attached: _____ Yes _____ No

If requested use is granted, we hereby agree to comply strictly with the Community Rooms Use Policy and the Rules for Use. We understand that failure to do so may result in forfeiture of deposit funds and denial of future use.

Signature of Applicant / Date

Printed Name

Approval of Library Board Designee / Date

Authorization to use the Library Community Room Facilities does not imply Library approval or sponsorship to any individual, group or activity.

For Library Staff use only

___ Whiteboard - Tech	___ Whiteboard - Easel	___ Sound	Notes:
___ Blu-Ray/DVD	___ Presentation Screen	___ Touchscreen	
___ Has laptop	___ Mac	___ PC	
___ Needs Laptop	___ Has Flash Drive	___ Other	