

**Free Public Library of Hasbrouck Heights**  
**320 Boulevard + Hasbrouck Heights, NJ 07604 + (201) 288-0488**

**APPLICATION FOR USE OF MEETING ROOM  
BY AN OUTSIDE ORGANIZATION**

Date Requested: \_\_\_\_\_ Day of Week: \_\_\_\_\_ Time: \_\_\_\_\_

Organization: \_\_\_\_\_

Person Applying: \_\_\_\_\_ Position in Group: \_\_\_\_\_

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

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

Business Phone No.: \_\_\_\_\_ Home Phone No.: \_\_\_\_\_

President of Group: \_\_\_\_\_ Phone No.: \_\_\_\_\_

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

Type of Meeting (*speaker, film, discussion, organizational*): \_\_\_\_\_

Subject of Activity: \_\_\_\_\_

Any special requirements or equipment needed? \_\_\_\_\_

Expected attendance: \_\_\_\_\_

*The applicant agrees to return the library facilities to a clean and orderly condition. In the event of any damage to the facilities or equipment the applicant agrees to pay the cost of repair or replacement.*

*The applicant has read the attached policy regarding use of the meeting room and agrees to abide by the regulations listed.*

*If applicant is requesting to use facilities during the evening hours, meeting room must be vacated no later than 8:45 PM unless other arrangements have been approved.*

Dated: \_\_\_\_\_ Signature: \_\_\_\_\_

**PLEASE NOTE**

Please await return of application stamped "APPROVED" or "NOT APPROVED" prior to making any arrangements for use of meeting room facilities.

*Retain one (1) copy for you records.*

**HOLD HARMLESS AGREEMENT**  
**Between the Borough (Free Public Library) of Hasbrouck Heights**  
**and**

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

\_\_\_\_\_  
Address (no Post Office Box)

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Organization Type  
(Individual, Partnership, Non-Profit, Corporation)

In consideration of the use of (*check one*):

- The Library Meeting Room
- The Trustee Conference Room
- The Children's Creativity Room
- The Silent Study Room

on the following dates: \_\_\_\_\_ for the purpose of \_\_\_\_\_ the undersigned agrees to defend, indemnify and hold the Borough (Free Public Library) of Hasbrouck Heights and its officers, agents and employees harmless from any and all liability, claims, costs and attorney's fees arising out of the use of the property referred to above.

I understand that this Hold Harmless Agreement ("Agreement") also requires that the Borough (Free Public Library) of Hasbrouck Heights is indemnified from any losses or damages resulting from the acts or omissions from any guest, participant, visitor or other person attending the event herein referred to.

In order to induce the Borough (Free Public Library) of Hasbrouck Heights accept this Agreement, the following information concerning the intended use of the premises is furnished:

- a. Total number of persons anticipated is \_\_\_\_\_.
- b. Live entertainment  will or  will not be provided.
- c. Other: \_\_\_\_\_

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

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

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title