

APPLICATION FOR USE OF THE MEETING ROOM
 VINELAND PUBLIC LIBRARY ~ 1058 E. LANDIS AVE. ~ VINELAND, NJ 08360
 (856)794-4244 ~ FAX (856) 405-4616

Organization: _____

Person in Charge: _____

Address: _____

Telephone number: _____ e-mail _____

The Community Event Room must be vacated by 6:30 p.m.

Date of intended use: _____ Hours to be used: _____ Expect # of people: _____

	<i>Non-Profit</i>	<i>Business</i>
Community Event Room	\$25.00	\$50.00

If refreshments are to be served there is a \$50 (on a separate check) cleaning deposit required. Food and beverages may not be brought into the computer lab. (Library does not provide cleanup service or supplies.)

Will refreshments be served? Yes _____ No _____

Room arrangement (Library usually has 90 available chairs and 6 tables measuring 30" x 72" each)
 Arrangements must be made to accommodate persons with disabilities.

Needs:

- Chairs (#of): _____
 Projection Screen
 Projection Table
 Tables (#of): _____
 Blackboard
 Lectern

Important: Chair and table arrangement must be indicated on reverse side.
 (Each table comfortably holds six chairs)

Please note: Smoking is NOT allowed anywhere in the library.
 The Library will not accept telephone calls for members of groups using the library's meeting rooms.
 Any publicity or information disseminated about the meeting or program in the library must include the following statement: **Use of the Vineland Public Library's Meeting Room does not constitute library endorsement.**
 For more information about our event room, please contact Mary Ann Rada at 856-794-4244, ext. 4734 or email at mrada@vinelandlibrary.org

I have reviewed "Meeting Room & Exhibition Policy" and will ensure that all stated rules are observed. In addition, I will be present at least one-half hour prior to the start of the functions and will also, at the function's conclusion, ensure that all items and areas used are left in clean and orderly condition.

_____ Signature of person in charge

RETURN THIS APPLICATION AND FEE TO MARY ANN RADA AT LEAST TWO WEEKS BEFORE SCHEDULED EVENT TO ENSURE YOUR RESERVATIONS.

For library use only:
 Date approved _____ Rejected _____ Fee received \$ _____ Date _____