



# Meeting Room Rental Agreement Form

Today's Date \_\_\_\_\_

Organization Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Organization Address \_\_\_\_\_

Authorized Representative \_\_\_\_\_

Address & Phone Number (if different from above) \_\_\_\_\_

Meeting Date Requested \_\_\_\_\_ Nature of Meeting \_\_\_\_\_

Meeting Time Set-up will begin \_\_\_\_\_ Clean-up will end at \_\_\_\_\_

Projected Attendance: \_\_\_\_\_

**Room Requested (check one):**

\*Community Room, First Floor

Conference Room, Second Floor

Princeton Room, Second Floor

Technology Center, Second Floor

Terrace, Third Floor

Set-up Required \_\_\_\_\_

**Equipment Options**

**Rental Charge**

\$15 charge for each of the following:

- DVD Player w/monitor
- VCR w/monitor
- LCD Projector
- Laptop Computer set-up
- Overhead Projector

**Room Charge** \_\_\_\_\_

**Equipment Charge** \_\_\_\_\_

**Other Charges** \_\_\_\_\_

**Total Cost** \_\_\_\_\_

After checking room availability, please submit a completed application form with signature and payment to the **Circulation Desk** or mail to Princeton Public Library, Attention Meeting Room Rentals, 65 Witherspoon Street, Princeton NJ 08542. Make checks payable to Princeton Public Library for the total rental cost to: **Meeting Room Rentals, Administration Office.**

**I have completely read and fully understand the policies, rules, and disclaimers pertaining to the use of the Princeton Public Library's meeting rooms. I agree to be responsible for complying with them and making all payments as called for herein.**

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**For Office Use Only: Approved Yes** \_\_\_\_\_ **No** \_\_\_\_\_

Method of Payment: CHECK NO. \_\_\_\_\_ CREDIT CARD \_\_\_\_\_ CASH \_\_\_\_\_

Total Amount due: \_\_\_\_\_ Payment Received on \_\_\_\_\_

Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

# Meeting Room Rental Agreement Form

## Meeting Room Policy

The primary purpose of the Princeton Public Library's meeting rooms is to support library programs and activities. Therefore, library sponsored programs and the programs of the Library's affiliated organizations will always be given first priority in the reservation of meeting room space. Second priority will be given to other municipal agencies of Princeton Township and Princeton Borough. Nonprofit community organizations will be given third priority. A nonprofit community organization is defined for this purpose as an organization based in Princeton Borough or Township, with a membership of at least 60% Princeton residents engaged in educational, cultural, intellectual, or charitable activities.

## Reservation of Meeting Rooms

The library has five distinct meetings spaces that can accommodate large and small groups available for reservation. Groups may reserve a meeting room for a maximum of one meeting per month and up to three months in advance.

You may use the reservation form above or get one in the library at the Welcome Desk or Circulation Desk on the first floor or the Library Administration office on the third floor. The application form must be submitted to the Administration office in person, at least two weeks in advance of the requested meeting. The form may also be submitted by fax at 609.924.7937 or via email at [space@princetonlibrary.org](mailto:space@princetonlibrary.org).

The signer of the meeting room application, who must be an adult, is responsible for the orderly conduct of the group. In the event of any damage to library property and/or equipment, that individual will be liable. It is also the responsibility of the signer of the meeting room application to inform the Library Administration office if a meeting is cancelled. In order to receive a refund, notice of cancellation must be received at least three days prior to the scheduled event. The Library reserves the right to deny meeting rooms to organizations that fail to notify the Library of cancellations or frequently cancel meetings.

## Fees for the Use of Meeting Rooms

Meeting room fees will not be charged to Library affiliated organizations or municipal agencies of Princeton Township and Princeton Borough. All other groups will be charged a usage fee and a custodial fee if applicable. Please refer to the Library's Fee Schedule for current costs.

**All fees must be paid at the time of registration.**

Meeting Room	Community Nonprofit Fee	Corporate Fee
<b>Community Room, 1<sup>st</sup> Floor</b>	\$75/2 hours	\$150/2 hours
<b>Conference Room, 2<sup>nd</sup> Floor</b>	\$25/2 hours	\$75/2 hours
<b>Princeton Room, 2<sup>nd</sup> Floor</b>	\$75/hourly	\$150/hourly
<b>Technology Center, 2<sup>nd</sup> Floor</b>	\$150/hourly (plus \$50 Tech Aide Fee)	\$150/hourly (plus \$50 Tech Aide Fee)
<b>Terrace, 3<sup>rd</sup> Floor</b>	\$75/2 hours	\$150/2 hours

Equipment Fees		Other Fees	
<b>DVD Player w/monitor</b>	\$15.00	<b>Technology Center Tech Aide Fee</b>	\$50.00
<b>VCR w/monitor</b>	\$15.00		
<b>LCD Projector</b>	\$15.00		
<b>Laptop Computer Set-up</b>	\$15.00		
<b>Overhead Projector</b>	\$15.00		
<b>Sound System</b>	\$15.00		

## Hours of Use

The meeting rooms are available for use during the library's normal operating hours.

**Monday – Thursday**      **9 a.m. – 9 p.m.**  
**Friday – Saturday**      **9 a.m. – 6 p.m.**  
**Sunday**                      **1 p.m. – 6 p.m.**

Set-up of the meeting rooms will be done by the library personnel prior to the event. The library will not open prior to its normal hours of operation for room set-ups.

The library is closed on the following federal holidays: New Year's Day, Martin Luther King Jr. Day, Easter Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

## Meeting Room Rental Agreement Form

### *Audiovisual Equipment*

The Library's Community Room and Conference Room are fully equipped to offer technical support for presentations, workshops, etc. Audiovisual equipment is available to be used by outside groups for a fee. Please refer to our current fee schedule for a list of available equipment and associated costs. Groups may use their own equipment provided the library network and/or audiovisual systems are not compromised. Library computer operations must be consulted before approval is granted for outside equipment to be used.

### *Additional Rules for the Use of Meeting Rooms*

The following additional rules apply when using a library meeting room:

- Groups wishing to use the Community Room need a certificate of liability insurance. (see page 4 for example)
- Groups may not use the Library's name, address or telephone as their official address or contact information.
- Groups may not publicize their activities in such a way as to imply Library sponsorship. All publicity must explicitly state that the Princeton Public Library does not endorse the policies, beliefs, or activities of the sponsoring group.
- Groups may not charge admission fees for a meeting room event.
- Individuals may not smoke, consume alcoholic beverages, or cook in the meeting rooms.
- **All refreshments served in the meeting rooms (Community Room, Conference Room, Terrace only) must be catered by the library café.** No outside food, drink, or catering services are permitted. Adequate advance notice must be given to the café for refreshment orders. To place an order please contact Café Dispensa, 924-5100.
- Meeting rooms are to be used for meetings only, not for parties.
- Groups may not hang signs, posters, displays or other decorations in the meeting rooms.
- **Use of the meeting room shall not conflict with normal Library operation or with Library sponsored meetings, programs, or activities. The Library will not open for room set-up prior to 9:00 am.** Groups will adhere to the Library Code of Conduct and keep noise levels consistent with the proper atmosphere of the Library at all times.
- Alcohol is not permitted.

### *Denial of Meeting Room Privileges*

No group will be permitted use of a meeting room if that use poses a potential disturbance to the normal operation of the Library (e.g. excessive noise, a safety hazard, or a significant security risk). The Library Director may also deny the use of meeting rooms to groups that violate meeting room policies.

### *Disclaimers*

Permission to use a meeting room does not imply Library endorsement of the goals, policies or activities of any group or organization.

The Library is not responsible for loss or damage of equipment, supplies, materials or any personal property owned by those sponsoring or attending meetings at the Library. In addition, the Princeton Public Library Board, the Township and Borough of Princeton, its officers, agents and employees are not to be held liable for any and all claims of injuries, including death, damages or loss, which may arise in connection with a meeting held on library property.

## Meeting Room Rental Agreement Form

### *\*Sample Insurance Requirements for Outside Entities Wishing to Utilize Princeton Public Library Facilities*

#### **Insurance Required**

- I. Commercial General Liability Insurance, including contractual, premises operation, products and completed operation, independent contractor/vendors and personal injury. Combined single limits for Bodily Injury and Property Damage must equal at least \$1,000,000 each occurrence.

All policies shall be underwritten by a carrier licensed in New Jersey and rated at least A in Best's Key Rating Guide.

A property executed certificate of insurance evidencing all required insurance shall be presented to **PRINCETON PUBLIC LIBRARY** prior to the performance of any work.

The certificate of insurance will indicate that **PRINCETON PUBLIC LIBRARY**, its officers, employees, agents, and consultants are included as additional insureds on the entities General Liability policy.