

# ATLANTIC COUNTY LIBRARY SYSTEM MEETING ROOM APPLICATION FORM

PLEASE PRINT

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

Name and address of person responsible for making application: \_\_\_\_\_  
\_\_\_\_\_

Telephone number: Primary: \_\_\_\_\_ Secondary: \_\_\_\_\_

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

Type and purpose of Organization (Check 1):  Sanctioned Non-Profit Org.  Atlantic County Government  
 Other Government Use: Federal, Local, Municipal  Community Group  Study Group, Homeschooling, Tutoring  
 Internal Library Event/Meeting  Other (please identify): \_\_\_\_\_

Room requested (Check 1):  Brigantine  Egg Harbor Township  Galloway Township  Hammonton  
 Mays Landing  Ventnor #201(holds 50)  Ventnor #202(holds 10)

Size of group: \_\_\_\_\_

Date(s) & time(s) requested: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PLEASE NOTE: Meeting rooms are not available before the library opens in the morning. Check individual libraries for evening-hour accessibility.

PLEASE KEEP REGULATIONS FOR YOUR INFORMATION. RETURN THIS FORM WITH YOUR SIGNATURE TO THE BRANCH WHERE ROOM IS REQUESTED.

### BRIGANTINE BRANCH

201 15th Street South, Brigantine, NJ 08203, (609) 266-0110  
M, T, F, SAT 9:30 am-5 pm, W & TH 9 am-8 pm, fax #: (609) 266-0040

### HAMMONTON BRANCH

451 Egg Harbor Road, Hammonton, NJ 08037, (609) 561-2264  
M, F & SAT 9:30 am-5 pm, T-TH 9 am-8 pm, fax #: (609) 561-1816

### EGG HARBOR TOWNSHIP BRANCH

1 Swift Avenue, Egg Harbor Township, NJ 08234, (609) 927-8664  
M, F & SAT 9:30 am-5 pm, T-TH 9 am-8 pm, fax #: (609) 927-4683

### MAYS LANDING BRANCH

40 Farragut Avenue, Mays Landing, NJ 08330, (609) 625-2776  
M, F & SAT 9:30 am-5 pm, T-TH 9 am-8 pm, fax #: (609) 625-8143

### GALLOWAY TOWNSHIP BRANCH

306 East Jimmie Leeds Road, Galloway, NJ 08205, (609) 652-2352  
M, F & SAT 9:30 am-5 pm, T-TH 9 am-8 pm, fax #: (609) 652-3613

### VENTNOR BRANCH

6500 Atlantic Avenue, Ventnor, NJ 08406, (609) 823-4614  
M, F & SAT 9:30 am-5 pm, T-TH 9 am-8 pm, fax #: (609) 823-2639

### AGREEMENT

I have read and understand the regulations governing the use of meeting rooms in the Atlantic County Library System and accept the terms of this contract.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature (must be 18 or older)

**OVER**  
**(BOTH SIDES MUST BE FILLED OUT)**

# WAIVER AND HOLD HARMLESS AGREEMENT

This waiver and hold harmless agreement is entered into the \_\_\_\_\_ day of \_\_\_\_\_, it is given to the County of Atlantic, a Body Politic in the State of New Jersey, hereinafter referred to as "the COUNTY".

This waiver and hold harmless agreement is given by:

Name: \_\_\_\_\_

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

hereinafter referred to as "USER".

USER wishes to utilize certain County property and the COUNTY is agreeable to such use without the creation of a contractual relationship, implied or in fact, and without the creation of an employee/employer relationship, and without the creation of a lease; and

USER, in consideration of the mutual covenants and promises contained herein, hereby agrees for himself or herself, his or her successors, assigns and estate, as follows:

1. USER waives any and all claims, demands, causes of action or rights to sue of whatever nature arising out of USER's use of any facility, or grounds for any purpose.
2. It is hereby understood and agreed that USER hereby assumes the entire responsibility and liability for all damages to persons or property caused by, resulting from, or arising from any act or omission on the part of the USER. The USER shall save harmless and indemnify and defend the COUNTY from and against any and all claims arising out of or in connection with any and all such damage, real or alleged; and
3. USER warrants that this waiver and hold harmless agreement constitutes the full agreement between the parties and that there is no contractual relationship implied or in fact between the USER and the COUNTY arising from the use of the premises by USER.

IN WITNESS WHEREOF, the USER has caused this Agreement to be executed on the date and year first written above.

ATTEST:

USER: \_\_\_\_\_

\_\_\_\_\_

WITNESS

\_\_\_\_\_



## REGULATIONS COVERING MEETING ROOMS IN ATLANTIC COUNTY LIBRARY SYSTEM

Meeting rooms in the Atlantic County Library System provide an opportunity for bringing together resources of the County and the activities of the community. They may be used by groups holding meetings of a civic, cultural, or educational nature.

### REGULATIONS:

The following regulations must be observed in using the meeting rooms:

1. Organizations or groups authorized to use County facilities will be primarily considered to be an Atlantic County organization or group, a regional or Atlantic County chapter or branch of a state or national organization.
2. An adult age 18 or older must sign the meeting room application.
3. Meeting rooms are not available before the library opens in the morning. Check individual libraries for evening-hour accessibility.
4. All gatherings and meetings must be open to the public.
5. Future privileges, for use of any County facility by an organization or group, may be refused for infractions of any of the rules and regulations outlined in this set of regulations. The requesting organization must also abide by the rules and regulations established for the particular facility they want to use.
6. Admission fees and promotional or advertising campaigns directed at profit-making may not be conducted.
7. County government communication systems such as telephone, radio, etc. may not be used during meetings or to promote future meetings or to disseminate information to members of an organization.
8. Posting of bulletins, schedules, posters, and announcements, etc. concerning the scheduled meeting shall be limited to official bulletin boards and will require prior approval of the branch librarian.
9. All members of the organization and the audience attending a meeting must vacate the meeting room by the time shown on the meeting application form.
10. Only light refreshments may be served (i.e. coffee, punch, non-alcoholic bottled drinks) and simple snacks. The County does not furnish coffee urns, dishes or other equipment. Any rules or regulations on food service for specific buildings will be observed.
11. **SMOKING IS NOT PERMITTED IN ANY PART OF THE LIBRARY BUILDING.**
12. Organizations must provide and operate their own equipment.
13. Organizations requiring a public address system must make their own arrangements for this equipment in those facilities not possessing such equipment.
14. Library employees are not available to perform tasks or run errands for room users and no tipping of library employees is permitted.
15. Neither the name nor the address of the County building may be used as the official address or headquarters of an organization.
16. Equipment belonging to an organization or group using a County facility may not be stored in the County building between meetings.
17. Every organization or group will be responsible for room setup and for closing of windows, turning off lights, replacing of furniture as originally found and straightening up the rooms that they use in a County facility. Security of the facility will remain a County Library responsibility.
18. Organizations or groups may not normally reserve County facilities for more than one meeting per month.
19. The County Library Director may refuse the use of a County facility if it appears that the use may likely provoke or add to a public riot or a breach of the peace or create a clear and present danger to the peace and welfare of the County.
20. Groups should post notices, signs, etc. on bulletin boards where available. Do not affix items to meeting room walls.

