

**FRANKLIN TOWNSHIP PUBLIC LIBRARY  
APPLICATION FOR USE OF MEETING ROOM**

When not needed for library activities, meeting rooms are available for use by Franklin Township resident non-profit organizations during the hours that the library is open. Please read the meeting room policy carefully. The contact person for the group must be an adult Franklin Township resident and make room requests with their own valid library card.

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

Can you provide proof [i.e. 501(c)(3) form] of non-profit status? NO \_\_\_ YES \_\_\_

Please describe the activities you have planned during your meetings:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated attendance \_\_\_\_\_ Will children under the age of 17 be present? NO \_\_\_ YES \_\_\_

Are you requesting approval to serve beverages or light refreshments? NO \_\_\_ YES \_\_\_  
*(Note: Available in Community Rooms only)*

Will you be working with arts & crafts materials? NO \_\_\_ YES \_\_\_ (Specify materials) \_\_\_\_\_  
*(Note: Available in Children's Programming Room only)*

Are you requesting approval to use the library's sound or projection system? NO \_\_\_ YES \_\_\_  
*(Note: Available only when both Community Rooms A+B are reserved)*

The undersigned, on behalf of the above named organization, hereby indicates that he/she had read and agrees to comply with the policy and procedures governing the use of the library's meeting rooms. The undersigned organization assumes all and exclusive responsibility for the preservation of order and the sole responsibility for any injury to persons, damage to library facilities or library or personal property, or loss of library or personal property that may result from this use. Groups using the Children's Programming Room and the Historical Room are prohibited from touching library items stored in those rooms (i.e. dollhouse, puppet theatre items and historical artifacts). The Franklin Township Public Library will not be responsible for any materials, equipment or personal belongings left in the building. The Library Board of Trustees requires that any group utilizing the meeting rooms comply with the provisions of the Americans with Disabilities Act that requires that a meeting or materials at a meeting be provided in an accessible format in response to a request.

\_\_\_\_\_  
Date of application

\_\_\_\_\_  
Signature of applicant

Contact person \_\_\_\_\_ Library Card # \_\_\_\_\_

Address \_\_\_\_\_

Home tele# \_\_\_\_\_ work# \_\_\_\_\_ cell# \_\_\_\_\_ email \_\_\_\_\_

Contact person #2 \_\_\_\_\_ Library Card # \_\_\_\_\_

Address \_\_\_\_\_

Home tele# \_\_\_\_\_ work# \_\_\_\_\_ cell# \_\_\_\_\_ email \_\_\_\_\_

Forms must be signed in ink and submitted in person or by mail to Franklin Township Public Library, 485 DeMott Lane, Somerset, NJ 08873. Applications are kept on file for 12 months, and must be updated thereafter. Specific meeting dates and times must be requested via the online reservation system at [www.franklintwp.org](http://www.franklintwp.org)

For library use only

Taken by	Approved COI ?	Not Approved YES	Approved NO	Date of notification	Room
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