

Cherry Hill Public Library Meeting Room Application

Requests to use a meeting room must be:

1. Submitted in writing using the application and Hold Harmless Agreement below.
2. Submitted at least **two weeks** prior to the meeting date.
3. Returned to: Katie Hardesty, Cherry Hill Public Library, 1100 Kings Highway North, Cherry Hill, NJ 08034 or fax 856-667-9503.

Date of Application _____

Organization _____ Phone # _____

Organization Address _____

E-mail _____ Fax # _____

Authorized Representative _____

Address, Phone, Fax and E-mail (if different from above) _____

Purpose of Meeting _____

Meeting Date(s) _____ Projected Attendance _____

Meeting Time (please list start and end times) _____

Set Up Will Begin _____ Clean Up Will End _____ (set up/clean up is part of time billed)

Which room do you wish to reserve? (check one):

- Multicultural Room (capacity 20 around tables, 40 theater style)
- Quiet Room - Main Level (capacity 12 around a table, **no technology, no food**)
- Conference Center (capacity 180 theater style, 64 classroom style)
- Half Conference Center (capacity 80 theater style, 32 classroom style)
- Entire Computer Lab (capacity 20) OR Half Computer Lab (capacity 10)

Refreshment Policy

If you are serving food, you **MUST** indicate who you are using or this application cannot be processed.

Do you plan on having refreshments*? No Yes (you must circle one) Aramark Panera

*Clean-up fees apply for all but Aramark.

Viennese Cafe Bringing own

Requested Equipment* _____ or No AV Needed

*Many of the Library's meeting rooms are equipped with an LCD projector, screen, computer, DVD/VCR player and more. An additional flat fee applies.

Checks should be made payable to Cherry Hill Public Library.

Cancellation notification is required 10 days prior to each meeting. If notice is not given by that time, 50% of the payment due will still be charged.

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

Signature _____ Date _____

HOLD HARMLESS AGREEMENT

Between the Cherry Hill Public Library and _____.
(Name of Organization)

In consideration of the use of the Cherry Hill Public Library’s meeting room, on the following dates:
_____ for the purpose of _____, the undersigned agrees to indemnify and hold the Cherry Hill Public Library 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 also requires that the Cherry Hill Public Library 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 Cherry Hill Public Library to accept this Hold Harmless Agreement, the following information concerning the intended use of the premises is furnished:

- a. Alcoholic Beverages (will) or (will not) be served.
- b. Total number of persons anticipated is _____.
- c. Live entertainment (will) or (will not) be provided.
- d. Other _____.

Signed this _____ day of _____ 20____

as the binding act in deed of _____
(Name of Organization)

Authorized Signature

WITNESS

For Office Use Only

Approved: Yes No

Comments:

Total Amount Due \$ _____ In full by: _____

Staff Signature _____ Date _____

Confirmation: Mailed E-mailed Faxed on _____

Invoice: Mailed E-mailed Faxed on _____