

Meeting Room Application

Today's Date _____

Organization Name _____ Phone _____

Organization Address _____

Organization is (circle one): Non-profit Profit

Authorized Representative _____

Address & Phone Number (if different from above) _____

Meeting Date Requested _____ Nature of Meeting _____

Meeting Time Setup will begin at _____ Clean up will end at _____

Anticipated Attendance _____

Rental Fees

Room Charge (\$25/hr for nonprofit, \$50/hr for profit) _____

Equipment Charges (flat fee of \$25 for use of podium mic and projector) _____

Other Charges _____

Total Cost _____

Meeting rooms may be requested up to 30 days in advance, for a minimum rental time of one hour, via the library's online reservation system. Requests will be taken on a first-come, first-served basis. Requests for rental space more than 24 hours in advance will be reviewed within 24 hours during standard business days (Monday – Friday, 8:00 AM to 4:00 PM). Requests made over the weekend or during holiday/library closings will be reviewed on the next standard business day.

Please submit completed application form to the Library Director at amcginley@wmlnj.org. Once your meeting room request is approved, you must send a check payable to Westfield Memorial Library for the total rental cost to the attention of the Library Director at Westfield Memorial Library, 550 E. Broad St, Westfield, NJ 07090.

I have completely read and fully understand the Meeting Room Policy, rules, and disclaimers pertaining to the use of the Westfield Memorial Library meeting room. I agree to be responsible for complying with them and making all payments as called for herein.

Signature

Date