

**APPLICATION FOR PERMIT TO USE
LIBRARY CONFERENCE AND COMMUNITY ROOMS DURING LIBRARY HOURS**

1. Permission to use Library facilities or grounds must be approved by the Library Director or designee. The Library Director or designee reserves the right to approve or deny any application. Permission to use Facilities is not transferable.
2. The Director or its designee must be assured that adequate supervision has been provided prior to approval.
3. The granting of a permit for the use of facilities confers no privilege for the use of any area equipment or materials other than that approved on the application.
4. Permits may be canceled by the applicant by notifying the Library Director forty-eight hours in advance of the date reserved.
5. Smoking shall not be permitted in the Library facility.
6. No food or beverage shall be served in the Library without prior approval from the Director or designee.
7. Violation by a permit-holder of any of the regulations governing the use of the Library building or grounds may be the cause for cancellation of all existing permits and the denial of any permits in the future.

The undersigned is fully authorized to apply for Permit to Use Facilities and make application for the use of Fanwood Memorial Library (check one):

- Full Community Room**
- Half Community Room**
- First Floor Conference Room**
- Second Floor Conference Room**
- Other:** _____

Additional needs (e.g., tables, chairs, kitchen use, or technology):

Between the hours of _____ and _____

on (date) _____.

**APPLICATION FOR PERMIT TO USE
LIBRARY CONFERENCE AND COMMUNITY ROOMS DURING LIBRARY HOURS**

This application is made to use the facility for the purpose of _____.

Number of adult participants: _____ Number of participants under age 18: _____

CERTIFICATE OF INSURANCE

The Board carries insurance covering legal liability. The Board assumes no liability of the lessee. The Board of Trustees requires that the lessee complete the Hold Harmless Agreement on the application.

HOLD HARMLESS AGREEMENT

The applicant does hereby covenant himself, his executors, and administrators and assigns that he will keep and save harmless, the Board of Trustees, their successors, occupancy of the application, including but not limited to property damage and/or personal injury as well as all attorney fees cost, etc. incurred as a result.

The undersigned further acknowledges receipt of a copy of this application and agrees to comply with the condition of use herein stated, as well as all rules and regulations of the Borough of Fanwood.

Approved _____ Denied _____

Director

Signature of Agent

Organization

Address

Telephone

Email address

Board of Trustees
Approved: June 8, 2009
Revised: February 8, 2016
Revised and Approved: October 10, 2023