



## Meeting Room Application

Public Meeting Room (up to 80 people)

Conference Room (up to 22 people)

Name of organization \_\_\_\_\_

Date(s) required \_\_\_\_\_ Expected attendance \_\_\_\_\_

Hours scheduled \_\_\_\_\_ (Include preparation & clean up)

Group Contact person: \_\_\_\_\_

Address \_\_\_\_\_

Home phone \_\_\_\_\_ Work phone \_\_\_\_\_

E-mail \_\_\_\_\_

Organization Website \_\_\_\_\_

Purpose or function of organization \_\_\_\_\_

\_\_\_\_\_

Consumption of alcoholic beverages is prohibited in public buildings.

No advertisements of an event may be posted in the Library without prior approval of the Director. **No admission fee may be charged.**

**In order to use any in-house A/V equipment, call the Music Desk at (973) 285-6979 to make prior arrangements. Be aware that patrons will need a valid Morris County library card – issued from any library in the county or a valid driver's license will be held while the equipment is in use.**

I have read and understand the Policies and Regulations for the Morris County Library Meeting Rooms.

Sponsor signature \_\_\_\_\_ Date \_\_\_\_\_

**Application can be sent to:**

**Morris County Library Administration**

**(973) 285 – 6934**

**Fax (973) 285 - 6959**

**[mcladmin@co.morris.nj.us](mailto:mcladmin@co.morris.nj.us)**