

APPLICATION TO USE PUBLIC MEETING SPACE
Summit Free Public Library

Date of Application: _____

Name of Organization: _____

Non-profit _____ For-Profit _____

Authorized Representative: _____
Print name and telephone number

Person Responsible at Time of Event: _____

Organization Address: _____

Organization Daytime Phone: _____ E-Mail: _____

Date(s) Requested: _____ Start Time: _____ End Time: _____

Alternate Date Requested: _____ Start Time: _____ End Time: _____

Type of Function: _____

Room Requested:

Room	Capacity	Check here
Hickok meeting room	35 auditorium style; main floor	
Computer lab	12 classroom style tables & chairs; main floor	
Conference room	12 people at conference table; lower level	
Lower level meeting room	75 auditorium style; lower level	

Room Setup Requested: _____

Equipment Requested: Projector _____ Coffeepot _____ Estimated Attendance: _____

Fee Schedule: (All pricing is for a 3 hour block.)

Type of Group	Hickok Rm	Lower Level Meeting Room	Manley Winsor Computer Lab	Conference Room
Summit Gov't Entity	No charge	No charge	No charge	No charge
Informal Community Groups	\$25	\$50	\$25	\$25
Non-profit organization	\$25	\$50	\$25	\$25
Private organization	\$75	\$150	\$60 \$80 if computers are used	\$50

*Certificate of co-insurance provided _____

Deposit Paid _____ Date Paid _____

Staff initials: _____

Balance Due _____ Date Paid _____

Staff initials: _____

The Library reserves the right to prioritize meeting room use based on the following criteria:

1. Library meetings or Library-sponsored programs
2. Summit official meetings (including Summit Public School-related meetings).
3. Groups and organizations based in Summit
4. Other groups and organizations whose program will benefit Summit residents subject to the provisions below.

Regulations:

1. All meetings scheduled in the Library must be open to the general public. Promotions or sales of services, products, merchandise, materials or other items are prohibited.–
2. Fundraising is prohibited, except for the benefit of the Summit Free Public Library, the Friends of the Summit Free Public Library or the Summit Free Public Library Foundation. Sales of services, products, merchandise or solicitations for donations by a Library sponsored program or event, or by the Friends of the Library are permitted.
3. Authors and musicians are permitted to offer their books or CDs for sale after a speaking engagement or performance with 20% of the sales paid to the library.
4. Meeting room application must be signed by a sponsoring adult when the facility is used by minors. That adult must also be present for the duration of the program/meeting.
5. Light fare is permitted in any meeting room except the Manley Winser computer lab but groups must bring all their own equipment and supplies and are responsible for cleaning up the room after refreshments are served.
6. Tobacco, alcohol and games of chance are prohibited.
7. Open flames, including candles and solid gel fuels, incense, and other hazardous materials are prohibited.
8. Any promotional material created to announce an event in the library by an unaffiliated group must include the following statement: "This event is neither sponsored nor endorsed by the Summit Free Public Library." All advertisements and notices must clearly designate the sponsoring organization.
9. Meeting rooms may not be used for celebrations including, but not limited to showers, birthday, anniversary or holiday parties.

10. Attendance size will be limited to the number authorized by the Fire Department for the particular room. (See below).
11. Meetings are to be held during the Library's public hours.
12. Set-up preparation must be included in the regular meeting schedule. Access to the meeting room prior to the Library's public hours will not be permitted.
13. Decorations must be approved by the Director or his/her designee and may not be affixed to the wall. All decorations must be free-standing. All decorations must be removed promptly after the use of the room.
14. With proper notice and sufficient reason, the Library reserves the right to revoke permission for the use of a meeting room; or to change the meeting location to another room.

Reservations, payments and cancellations:

Rooms may be reserved on a first-come, first-serve basis. A reservation is not secured until a receipt has been issued to you by the Summit Free Public Library, showing your name, the date of the reservation and the name of the room reserved.

Payment of applicable fees must be made to the library prior to the event. In all cases, all fees must be paid in full before access to the space will be granted. [If the scheduled usage is less than 7 days from the time of booking, payment must be made at the time of booking.] In order to use a room, you must fill out the required application.

Refund policy:

If your program or event is cancelled, please inform the Summit Library right away.

- 72 hours (or more) advance notice: You have a choice of either a credit toward a future booking or the library will issue you a refund of your rental charges.
- Less than 72 hours' notice: You will receive a credit toward a future booking.
- Credits must be used within 12 months of issuance or they will be forfeited.

If the Summit Library should close due to a facility or weather emergency, every effort will be made to notify the booking group, and fees already paid shall be reimbursed (or

applied as a credit toward a future booking, if preferred). The library shall bear no responsibility for any associated program costs incurred by the booking group.

Advanced and recurring reservations:

Space cannot be reserved more than 6 months in advance, and recurring uses can be prearranged as follows:

- Daily use: Once a day for one week
- Weekly use: Once a week for four weeks
- Monthly use: Once a month for six months

One weekend must transpire between the final approved reservation in a series and the next booking.

A-V Equipment

The SFPL has built-in A-V equipment and free wireless Internet. You may bring your own laptop to connect to our video equipment. Please notify us in advance of any needs and to arrange for an introductory session on the library's A-V equipment. Library staff is not available for technical support at the time of the program.

Insurance Requirements

Authorization for Organization use of the Summit Free Public Library meeting rooms is contingent upon the applicant furnishing a certificate of insurance naming the library as an additional insured. The certificate shall be in an amount of not less than \$1,000,000 combined single limit and include comprehensive general liability with the broad form liability endorsement or its equivalent.

Failure of the applicant to provide a valid certificate of insurance will render the application invalid and prohibit use of the facilities.

It is expressly understood and agreed that organizations receiving approval of use shall defend, indemnify and save harmless the Summit Free Public Library, its employees, agents, volunteers and officials against any and all suits, costs, claims, expenses and judgments resulting from the use of the facilities.

If the library, in enforcement of any part of this indemnity agreement, shall incur any expense, or become obligated to pay attorney's fees or court cost, the approved organization agrees to reimburse the library for such expenses, attorney's fees, or costs within ten (10) days of receiving written demand from the library.

The Board of Trustees has the authority to revise any portion of this policy.