

Pennsauken Free Public Library

2400 Merchantville Ave. Pennsauken, NJ 08110

(856) 665-5959 ext. **2132**

(856) 486-0142 (Fax)

events@pennsaukenlibrary.org

Community Meeting Space APPLICATION FOR USE

Responsible Party Requesting Use: _____ Library card # _____

Address: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Organization name: _____

Organization address: _____

Phone Number: _____

Type of organization: Library Related ☐ Educational ☐ Cultural ☐ Recreational ☐

Civic ☐ Other (please specify): _____

Specific nature of meeting/event & activities to be conducted:

Date(s) Requested:

Are the dates listed above:

a) Potential dates requested for a single event? Yes ____ No ____

b) Multiple dates for multiple meetings? Yes ____ No ____ If yes, how many meetings? ____

Setup Time: ____ **Meeting Time:** ____ **Break Down Time:** ____ **Total Time Needed:** ____

Anticipated attendance: ____

Meeting Space Requested:

____ Program Room 1 (Maximum standing capacity: 60 persons)

Program space on the 3rd floor

Furniture: 24 Tables 48 Chairs

Use kitchenette: ____ Yes ____ No

Need monitor: ____ Yes ____ No

Need plug-in microphone ____ Yes ____ No

Additional furniture needed: ____ Tables ____ Chairs

____ Program Room 2 (Maximum standing capacity: 49 persons)

Program space on the 3rd floor

Furniture: 16 Tables 32 Chairs

Need monitor: ____ Yes ____ No

Additional furniture needed: ____ Tables ____ Chairs

____ Technology Lab (Maximum standing capacity: 30 persons)

Program space on the 1st floor with monitor

Furniture: 8 Tables 16 Chairs

Additional furniture needed: ____ Tables ____ Chairs

____ Cultural Center (Maximum standing capacity: 220 persons)

Meeting room on the 2nd floor with Projection Screen, Monitors and AV equipment

Furniture: 52 Tables 108 Chairs

Use kitchen: ____ Yes ____ No

Additional furniture needed: ____ Tables ____ Chairs

Equipment requested:

Projector (Cultural Center) ____ Handsfree Headset Microphone ____ Laptops ____

DVD player ____ Laptop conference speaker ____

(If requesting use of the projector, the Program and Outreach Coordinator will be in touch to schedule a technology compatibility test).

Do you plan to offer refreshments? Yes ☐ No ☐

(All refreshments are to be furnished by the meeting organizers and may include hot and cold beverages and snacks. No alcohol is allowed)

Requesting use of kitchen facilities: Yes ☐ No ☐

Cleaning Fee for Program Room 1, 2 and Technology Lab - \$25.00

Cleaning Fee for Cultural Center - \$50.00

In the name of the organization, _____

I am applying for the use of the _____ Meeting Space in the Pennsauken Free Public Library.

I acknowledge that due to scheduling conflicts, it may be necessary to meet in an alternate meeting space. I have read the Community Meeting Space Policy.

Signature of Resident/Applicant: _____

Print Name: _____ Date: _____

Reservation: Approved _____ Not Approved _____ Date: _____

OR

Signature: _____

Tanya Finney Estrada, Library Director

Director's Designee

Return completed application to the Library Director or their designee.

PLEASE KEEP COMMUNITY MEETING SPACE POLICY FOR YOUR RECORDS.

Form approved by the Board of Trustees: Monday, August 25, 2025

I certify that I am an officer of the above-named group, a Library cardholder in good standing, and that I have the authority to reserve the identified meeting space. The above statements are true to the best of my knowledge and belief.

I hereby agree that, as the applicant, I will be responsible for any damage caused during the meeting to the library premises, furniture or equipment because of the use of said premises by the above organization and agree to pay for (or arrange for payment of) said damages as assessed by the Library Board of Trustees.

I have read and agree to abide by and uphold all rules and policies of the Township of Pennsauken Free Public Library governing the use of the library, premises or equipment, including regulations prohibiting charging an entrance fee, soliciting donations, or limiting attendance.

I also agree to protect, save and keep the Township of Pennsauken Free Public Library, the Board of Trustees, the Township of Pennsauken, the Library Director, their agents, and employees forever free and harmless and indemnified against and from any and all loss, cost, or expense arising out of or from any accident or other occurrence causing injury to any person or property whomsoever or whatsoever as a result of the use of the above premises. If the group holds a Certificate of Insurability, the Pennsauken Free Public Library is included in the said document and is attached to this Application Form for approval.

I agree to notify the Library Director or their designee in advance of any cancellation and understand that repeated cancellations may cause forfeiture of the use of any of the Community Meeting Spaces.

I further understand that, if I have requested the use of the kitchen/ette facilities, a Library staff member will inspect the kitchen/ette before and after use. I am responsible for all necessary serving and clean-up supplies. In addition, I am responsible for cleaning the kitchen/ette and any damages that may occur as a result of its use by anyone attending the meeting.

Name of Resident/Applicant: _____

Signature of Resident/Applicant: _____

Date: _____

This Section For Library Use Only

Date & Time of Event(s):

Meeting Space Reserved:

AV Needs:

Date Submitted:

Date Approved:

Other Notes: