



LIBRARY FACILITY USE APPLICATION

DATE OF APPLICATION: _____

HH _____

INS _____

DATE(S) REQUESTED:

NAME OF GROUP: _____

Jan. _____

PERSON REQUESTING: _____

Feb. _____

MAILING ADDRESS: _____

Mar. _____

PHONE # _____ CELL# _____

Apr. _____

EMAIL ADDRESS _____

May _____

TIME REQUESTED: _____

Jne. _____

SPACE REQUESTED: _____ # OF PEOPLE EXPECTED _____

Jul. _____

TYPE OF ACTIVITY: _____

Aug. _____

SPECIAL REQUESTS: Tables ☐ Chairs ☐ Other _____

Spt. _____

Oct. _____

Nov. _____

Dec. _____

Applicants Signature: _____

Approval Signature: _____

Date: _____

RULES & REGULATIONS FOR USE OF LIBRARY FACILITIES

Dept. of Community Services & Recreation
PHONE 973-728-2860
FAX 973-728-5298

NOTE: CANCELLATIONS MUST BE PHONED
INTO THE OFFICE BEFORE 4:30 OF DATE REQUESTED

THE FOLLOWING RULES AND REGULATIONS MUST BE FOLLOWED AT ALL TIMES WHEN USING BUILDING OR ANY OTHER EQUIPMENT PROVIDED FOR YOUR USE.

1. Those attending the function are restricted to the use of the space indicated on the approved application, except for the nearest restroom.
2. The consumption of alcoholic beverages, the use of profane language, or disorderly conduct in these facilities is PROHIBITED. Those who violate this rule will be required to vacate the premises.
3. Groups using these facilities shall see that all persons are out of the space within the times specified on the approved application. NO activity shall continue beyond 10:00 PM.
4. The applicant's organization shall be responsible for any damage to property as a result of it's use, whether by accident or otherwise. The organization shall pay the cost of such damages.
5. Parking is in designated areas only. The permit applicant shall be responsible for overseeing compliance to this rule.
6. If a group is not going to use the space granted, they must notify us. Repeated "no shows" will result in termination of the permit!
7. Recreation Department approves request and issues permit. Applications for permits shall be submitted not later than seven days before the proposed date of use.
8. All groups are to observe Chapter 256 of the Township of West Milford regarding use of Township Recreation Areas. (A copy of this code is available at the Clerk's office or at the Recreation office)

over →

TOWNSHIP OF WEST MILFORD

Passaic County, New Jersey

HOLD HARMLESS AGREEMENT

USE OF MUNICIPAL FACILITIES

Between the TOWNSHIP OF WEST MILFORD,

with principal offices located at: 1480 Union Valley Road, West Milford, NJ 07480

And

Organization Name

Street Address (Not Post Office Box)

Telephone Number

Contact Person

Organization Type: (Please Check One)

☐ Individual

☐ Non-Profit Organization

☐ Profit Making Organization

In consideration for use of municipally owned facilities at

on the following date(s): for the purpose of

the undersigned agrees to indemnify, defend and hold the Township of West Milford, NJ

(hereinafter referred to as the "Municipality") and its officers, agents, members, employees and assigns harmless from any and all liability, demands, claims, suits, losses, injuries, damages, judgements, expenses, costs and attorneys' fees arising out of the use of the above stated municipal property for the purposes stated above.

I (we) understand this Hold Harmless Agreement also provides the Municipality be indemnified from any and all liability, claims, demands, damages, judgements, expenses and costs of any kind resulting from the acts or omissions from any guest, participant, visitor or other person attending the event herein referred to, unless waived in writing by the Municipality.

I (we) agree to furnish a Certificate of Insurance evidencing Workers Compensation coverage (except for an individual) as well as Auto Liability (as applicable), General Liability, Bodily Injury and Property Damage coverage with minimum limits of liability not less than:

\$ 300,000. for an Individual \$ 500,000. for Non-Profit Organization

\$1,000,000. for a Profit Making Organization or Corporation

The Certificate of Insurance shall also specifically name the Municipality as an additional insured with respect to General Liability coverage for the event listed above.

It is further understood and agreed, the Municipality is not responsible for personal property of the undersigned or their guests or participants.

The following information concerning the intended use of the premises is furnished:

→ a) Alcoholic beverages (will) or (will not) be served.

→ b) Total number of persons anticipated is

→ c) Live entertainment (will) or (will not) be provided.

→ d) Other

** answer these questions*

Signed this day of , 20 , as the binding act in deed

of

Name of Organization or Party

Authorized Signature

Witness

Print Name

Print Name

NOTE: No photocopied or facsimile copies of this signed original Agreement shall be accepted. Only the original Agreement signed by an authorized individual shall be accepted. No exceptions and/or limitations to this Agreement will be accepted.

WM-HH-UOF

Revised: 05/17