



Morris County Library 30 E Hanover Ave, Whippany NJ 07981

### Meeting room use application

Public Meeting Room \_\_\_\_ Conference Room \_\_\_\_

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

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

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

Name of Morris County resident filing application \_\_\_\_\_

Address \_\_\_\_\_

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

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 \_\_\_\_\_

Please fax back to (973) 285-6973