

**Parsippany-Troy Hills Public Library System
Contract and Application for Meeting Room Use – Main Library**

Complete all three pages. Please print. Library Card # _____

Organization _____

Purpose of Meeting _____

Address _____ City _____ Zip _____

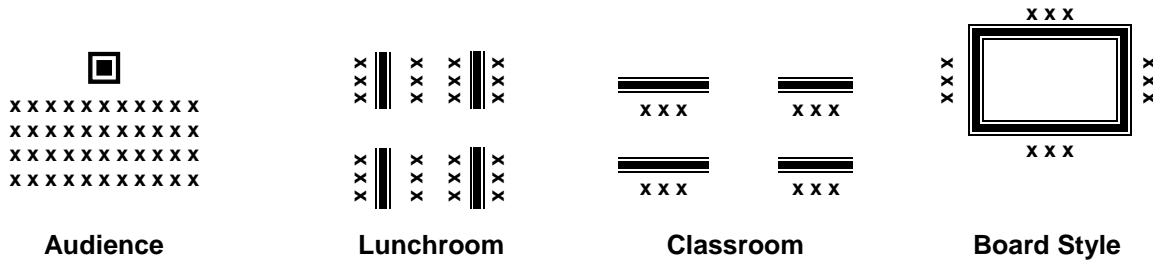
Group Contact Person _____ E-mail _____

Contact Phone _____ Fax _____

Date(s) Requested _____

Meeting Time _____ to _____ Number of People Expected _____

Room set-up is done by library staff. In order to provide you with the necessary space, indicate what type of room set-up you will be using (circle one) and how many tables you will need. # of Tables _____



Note: Only 3 chairs will fit per side of each table. A maximum of 10 tables may be available.

Do you need to use library equipment? Yes No If yes, please specify on the reverse side of this form.

Send this form to:

Parsippany Public Library, 449 Halsey Rd, Parsippany, NJ 07054, Attn: Jean Marie Embler

OR email to jean.embler@parsippanylibrary.org

Office Use: Meeting Room A Meeting Room B Board Room Equipment

____Approved ____Approved, but please note date changes

____Sorry, but the group does not meet the criteria stated in the agreement paragraph. The PAL Building may have available space. Contact PAL at 973-335-0555.

Meeting Room Cost Assessment Page

Name of Group: _____

A. How would you classify your group?

- Non-profit, Parsippany based – 50% of members live or work in Parsippany (\$0) \$ _____

Multiple use fee:

- If a Non-profit meets less than 6 or fewer times in a 6 month period, there is no fee (\$0)
- If a Non-profit meets 7 – 15 times in a 6 month period, there is a fee of \$50.00 for that 6 month period
- If Non-profit meets 16 or more times in a 6 month period, there is a fee of \$100.00 for that 6 month period.

- Non-profit, non-Parsippany based (\$75/hr) \$ _____

- For profit (\$125/hr) \$ _____

B. Do you need to use equipment?

- No (\$0) Yes (staff fee \$25) \$ _____

Please circle equipment needed

Screen DVD player/projector podium overhead projector laptop & projector

All groups, including non-profits, will be charged a \$25 staff fee for use of audio-visual equipment. In order to use the library's equipment and to make sure that it works with any electronic equipment and documents, the group facilitator **must** set up an appointment with the library concierge prior to the meeting date.

C. Do you need to meet after hours?

- No (\$0) Yes (staff fee \$25) \$ _____

Make check payable to Parsippany-Troy Hills Library.

Total A-C _____

Deposit Fee

Meeting room deposit fee (refundable check) _____ \$50

Please make out a separate \$50 refundable deposit check to Parsippany-Troy Hills Library.

I certify that the group I represent is a governmental, non-profit, civic, cultural or educational organization or that the meeting to be presented is of an educational or cultural nature. Neither I nor my organization will in any way advertise, either verbally or in writing, or suggest or imply that the library is the host, the endorser or in any other way associated with this organization. I will abide by all library rules and regulations. In case of inclement weather, the meeting room group is responsible for calling the Library or checking the Library's website, www.parsippanylibrary.org, to determine if the Library has a delayed opening or will be closed for the day.

Signed: _____ Approved: _____
(contact person/group representative) (Library Director)

PAYMENT IS DUE AT THE TIME OF APPLICATION.

***Send checks to: Parsippany-Troy Hills Library, Attention Jean Marie Embler
449 Halsey Road, Parsippany, NJ 07054***

PARSIPPANY PUBLIC LIBRARY

**INDEMNIFICATION AND HOLD
HARMLESS AGREEMENT FOR USE
OF LIBRARY MEETING ROOM(S)**

This Agreement is made on this _____ day of _____, 2022, by and between **THE FREE PUBLIC LIBRARY OF PARSIPPANY-TROY HILLS**, a municipal library with a principal place of business located at 449 Halsey Road, Parsippany, New Jersey 07054 (the “**Library**”) and _____ (“**Sponsor**”), with an address of _____.

Whereas, the Library has meeting rooms within its branch libraries, which may be reserved and used by organizations, groups, and members of the public; and

Whereas, consistent with the Library’s Meeting Room Policy, the Library deems it to be in its best interest to require sponsors of any meeting room usage to enter into and adhere to an indemnification and hold harmless agreement in accordance with the terms set forth herein.

Now Therefore, in consideration for the use of Library-owned facilities on the date(s) and time(s), in the location, and for the purpose(s) listed below in this Agreement, Sponsor agrees to assume any and all risk of loss and damage, of any kind whatsoever to Library property or injury to any person(s) arising out of or related to Sponsor’s Usage. Sponsor shall indemnify, defend and hold harmless the Library and each and every one the Library Parties, from and against any and all Claims, which may arise out of or be related to Sponsor’s Usage, as well as all Costs, which the Library or any of the Library Parties may incur in the defense, settlement or other resolution of any such Claim(s), made or filed by any party or entity, arising out of or related to Sponsor’s Usage, including Claims arising out of, relating to or resulting from:

- a. Sponsor’s breach of its obligations under this Agreement;
- b. Any act or omission of Sponsor or any Sponsor Parties, or any injury or damage to persons or property arising from, out of, or incident to Sponsor’s Usage or its exercise of its rights and/or performance of its obligations hereunder; and
- c. The negligence, gross negligence, and/or willful misconduct of Sponsor or any of the Sponsor Parties, in any way related to the subject matter of this Agreement.

For purposes of this Agreement, the following definitions shall apply:

- a. “Claims” shall include all claims, demands, liens, suits and actions, and liabilities, losses, damages, settlements, and/or judgments.
- b. “Costs” shall include any fees, costs, charges or expenses, including attorneys’ fees and costs, including those incurred or associated with enforcing the provisions of this Agreement.

- c. "Library Parties" shall include the Library and each and every one of its employees, Board members, volunteers, non-participating visitors, contractors, vendors, agents and representatives, and the successors and assigns of each.
- d. "Sponsor Parties" shall include Sponsor's staff, volunteers, members, guests, and invitees.
- e. "Sponsor's Usage" shall include Sponsor's entry upon and use of the Library's meeting room(s) and the entry and use of the meeting room(s) by any of the Sponsor Parties.

Date(s) and time(s) of usage: _____

Location: _____

Purpose: _____

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed and sealed on the date first date above written:

SPONSOR

By: _____
Name:
Title:

Date: _____

THE FREE PUBLIC LIBRARY OF PARSIPPANY-TROY HILLS

By: _____
Melissa Kuzma, Director

Date: _____