

# AUDITORIUM APPLICATION

# TEANECK PUBLIC LIBRARY

Non-profit groups requesting the use of the Auditorium must submit a completed application to the Administrative Assistant two weeks before the selected meeting date. Confirmation\* of the request will be via email. Please review the [Auditorium Policy](#) first.

Date of Application \_\_\_\_\_ Fee ([See Auditorium Policy](#); Make check payable to the **Township of Teaneck**) \_\_\_\_\_

Name of Organization (*must be **non-profit***) \_\_\_\_\_

Contact Person \_\_\_\_\_ Role in Organization \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

## EVENT INFORMATION

## EVENT TIMES

Date(s) Requested \_\_\_\_\_ **IN (set-up)** Start Time End Time **OUT (takedown)**

Time Requested (*must include setup and takedown*) \_\_\_\_\_ TO \_\_\_\_\_

ADULTS  CHILDREN

Event Name \_\_\_\_\_ # Attendees \_\_\_\_\_  
**MAXIMUM CAPACITY: 200 standing OR 150 in chairs**

Event Purpose \_\_\_\_\_

Will refreshments be served?  Yes  No

Please check - if any are needed:  DVD Player  Lectern  Microphone (2 available)  Screen\*  Other \_\_\_\_\_

\* Your laptop will need an HDMI slot to connect to our screen; sound will come through the speakers in the ceiling.

## CERTIFICATE OF INSURANCE\*

In order to complete the Application, the Certificate of Insurance (COI) is required. The COI may be submitted with the Application, but no later than 3 work days prior to the event itself, must contain the following:

1. Minimum coverage of \$100,000 for property damage or \$500,000 single limit coverage.
2. The following statement SET FORTH IN THE ENDORSEMENT: [Insert name and address of insured] covenants and agrees to hold harmless the Teaneck Public Library, its agents, servants and employees from any and all liability proximately related to the activity for which the use of the premises has been permitted on the date or dates of coverage.

**COI Attached:**  Yes  No

\* If the Certificate of Insurance is not received 3 days prior to the event date, the Application will NOT be approved.

## HOLD HARMLESS STATEMENT

I certify that I am the official representative for this organization, and that I am authorized to make this application on their behalf and bind them to the rules and regulations, including the [Code of Conduct](#) and the [Library Policies](#), of the Teaneck Public Library. Said organization agrees to save and hold harmless the Teaneck Public Library, its agents, servants and employees, from any and all liability for injuries to users (including their invitees) arising from the use of said premises of property. As the official representative of this organization, I hereby certify that I have read the Teaneck Public Library [Auditorium Policy](#) and agree to comply with that policy.

Signature of Organization Representative \_\_\_\_\_ Date \_\_\_\_\_

**LIBRARY USE ONLY:** Rec'd \_\_\_\_\_ I Approved \_\_\_\_\_ **FEE - CHECK #** \_\_\_\_\_ : Rec'd \_\_\_\_\_ **OR Waived** \_\_\_\_\_ **COI Rec'd** \_\_\_\_\_