

Bradley Beach Public Library
511 Fourth Avenue, Bradley Beach, NJ 07720
Phone: 732-776-2995 Fax: 732-774-451

APPLICATION FOR USE OF BRADLEY BEACH LIBRARY MEETING ROOM

ORGANIZATION/APPLICANT INFORMATION

Responsible Contact:
Organization Name, if any:
Phone Number:
Email:
Website:
Address:

EVENT INFORMATION

Programs and events must be during Library hours and all attendees must exit the meeting space 15 minutes before closing.

Set-up and clean-up time must be included in reserved time.

Library Hours: Monday, Wednesday, & Friday 9 am – 5 pm, Tuesday & Thursday 9 am – 8 pm, Saturday 9am – 1pm

Date Requested:
Setup Time (optional):
Start Time:
End Time:

Topic or nature of meeting space use:

Is A/V equipment required? Yes No
Equipment available: TV, Blu-ray player, Laptop (Circle any/all requested)

Will refreshments be served? Yes No

Anticipated number of attendees: _____

In requesting use of the library meeting room, I affirm that the information provided in this request is true and that I have read and agree to the conditions of use outlined in the Library's Meeting Room Policy. I affirm that our organization is eligible and that we will accept all provisions of the policy.

Signature: _____

Print Name: _____ Date: _____

FOR LIBRARY USE ONLY

Date Request Rec'd. _____ Date Confirmed _____ By Staff (Initials) _____

Staff Contact: _____