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 PROGRAM 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 program 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 Program Room Policy. I affirm that our organization is eligible and that we will accept all provisions of the policy.

Signature: _____

Print Name: _____Date:_____

Completed forms may be dropped off to the library, mailed, or emailed to staff@bradleybeachlibrary.org.

FOR LIBRARY USE ONLY

Date Request Rec'd._____Date Confirmed_____By Staff (Initials)_____

Staff Contact:_____