LIVINGSTON PUBLIC LIBRARY
ROOM USE/RENTAL APPLICATION
PROGRAM ROOM AND OTHER FACILITIES

Name of Renter/Organization: ________________________________

Address: ______________________________________________________

Phone: ______________________________________ Email: ________________

Intended Use of Room: ____________________________________________

Name of Responsible Individual: ___________________ Title: ____________

Address: ______________________________________________________

Phone: ______________________________________ Email: ________________

Dates Requested (please include a maximum of three (3) event dates):

1. ____________ 2. ____________ 3. ____________

Start Time of Event ____________ End Time of Event ____________

(End end time should include time required to remove all materials, furnishings, equipment, rubbish, etc. from the facility. The Library will discard any such materials left behind at the renter’s expense)

Equipment Requested (please circle): Kitchen AV Piano Other

________________

Categories: (Select one)

☐ Category 1: Committees, Boards and divisions of Livingston Public Library, The Township of Livingston, Livingston Board of Education and affiliated non-profit organizations. - No fee.

☐ Category 2: Meetings, functions or activities (collectively, “events”) of permissible activities occurring during the Library’s hours of operations sponsored by a person or an organization, engaged in educational, cultural, intellectual, or charitable activities - Rental Fee, Custodial Fee, AV Operator Fee, and other fees as applicable.

☐ Category 3: After Hours Rentals for private events of permissible activities - Rental Fee, Custodial Fee, AV Operator Fee, and other fees as applicable.

Liability Insurance Company: (Categories 2 and 3 only): ______________________________

(Must attach proof of insurance of at least $1 Million, which shows Livingston Public Library, Library Board of Trustees and Township of Livingston each as additional insureds for purpose of event)

Number expected to attend? Adults __ Children ____ (Program Room capacity = 250)

Will refreshments be served?  o yes  o no

Will you have a security guard on site?  o yes  o no

Will event include dancing? o yes  o no (Renter must provide dance floor)
LIVINGSTON PUBLIC LIBRARY
PROGRAM ROOM AND FACILITIES RENTAL FEE SCHEDULES

FEE SCHEDULE- Category 2

Program Room $100 per hour (capacity 250 people) (1 hour minimum)
AV Operator Fee $20 per hour (1 hour minimum)
Custodial Fee $50 per hour per Custodian (1 hour minimum)
Use of Piano $50 per event. If tuning required, additional $100
Use of Kitchen Facilities $50 per event

FEE SCHEDULE- Category 3

Rental Fee $500 per event
An additional security deposit of $250 is required. This is a refundable deposit to cover the cost of any potential damage to the Library.
Custodial Fee $50 per hour per Custodian (1 hour minimum)
AV Operator $20 per hour (1 hour minimum)
Use of Piano $50 per event If tuning required, additional $100
Use of Kitchen Facilities $50 per event