

Dr. Rita C. Schiavo Memorial Library  
Business Meeting Form

Organization or person(s): \_\_\_\_\_

Date of Meeting: \_\_\_\_\_

Time of Meeting: \_\_\_\_\_

Duration of Meeting: \_\_\_\_\_

Charge:        \$200.00         paid         no charge **Fees Waived**

For and in consideration of a charge of Two Hundred (\_\_\_\_\_) dollars paid by \_\_\_\_\_ (hereinafter User), to the Schiavo Library (hereinafter Owner), Owner agrees to allow User to rent and use Owner's hall and kitchen facilities at 801 S. Commonwealth Avenue, Strathmere, New Jersey. Facilities shall be open User's use on the above dates and hours. User agrees to abide by the following rules:

1. User shall require all guests to act in an orderly manner, and User shall be responsible for all damage to any property of Owner;
2. The charge check must be given to the Trustees of the Dr. Rita C. Schiavo Memorial Library seven days prior to the function; \_\_\_\_\_
3. The room is limited to twelve (12) people;
4. The User is responsible for shoveling of snow from the walk and ramp if it is snowy;
5. The first floor library is not to be utilized;
6. Nothing will be taped or tacked to doors, walls, furniture, etc.;
7. The User will supply their own coffee, tea, sugar, etc.;
8. The User must remove trash & recycling;
9. No perishables will be left in the refrigerator;
10. The User agrees:
  - a. That no alcoholic beverage will be permitted on the premises
  - b. To be fully responsible for any claims arising from the serving of alcohol on the premises;
11. The meeting room must be left clean with all trash deposited in a container curbside. All material to be recycled is to be separated.
12. At the end of the function all lights are to be turned off and the doors locked

User hereby indemnifies, and save harmless the Owner, its agents, servants, and employees, of any and all liability, claims, demands, actions, and causes of actions whatsoever, arising out of or related to any loss, damage or injury, including death, that may be sustained by any person including User, as a result of the use covered by this Agreement. The provisions of this Agreement shall bind and ensure to the benefit of the User and Owner, and their respective successors, representatives and assigns.

Organization or person(s) Signature

\_\_\_\_\_

DR. RITA C. SCHAIVO MEMORIAL LIBRARY

BY: \_\_\_\_\_

DATED: \_\_\_\_\_