

MAHWAH PUBLIC LIBRARY
100 Ridge Road
MAHWAH, N.J. 07430

APPLICATION FOR USE OF LIBRARY MEETING ROOM

Date _____

Name of Organization _____

Address _____

Purpose of Function _____

Brief Description of Organization _____

President's Name _____ Tel. # _____

Applicant's Name _____ Tel. # _____

RESERVATION FOR A SINGLE MEETING

Date _____ Time _____

Activity _____

Size of Group _____ Refreshments: yes __ no __

Explain Refreshments:

RESERVATIONS FOR SERIES OF MEETINGS

Meeting Dates:

Times of Meetings:

Size of Group _____ Refreshments: yes __ no __

Explain Refreshments _____

Promotional Materials; yes __ no __. If yes, please provide samples in advance review

File: P&p_Room

This request will be given to the Board of Trustees for its approval. The organization must furnish adequate supervision of its activities and must comply with all of the provisions of the policy for use of library facilities provided with this application.

Please sign the following statements:

1. I am a duly authorized office/agent of the organization or group making application for use of the meeting room of the Mahwah Public Library.
2. I have read and understand the policy and rules governing the use of the meeting room of the Mahwah Public Library.
3. I have read and understand, and have signed the attached Liability and Indemnification Waiver.

Use has been: Granted ___ Denied ___

Approval Date _____

Officer / Agent of Organization, Signature

Board President's Signature

Library Director's Signature

Liability and Indemnification Waiver follows on next page