

WALDWICK PUBLIC LIBRARY

Application for Use of Meeting Room

Groups wishing to reserve the meeting room should submit a completed application to the Library Director two weeks before the selected meeting date. A written application is required for confirmation of booking.

Name of Organization _____

Contact Person _____ Title _____

Address _____

Telephone Number _____ e-mail _____

Purpose for which facility is requested _____

Date(s) Requested _____

Times Requested From: _____ To: _____

Anticipated Attendance: _____

Said organization agrees to save and hold harmless the Waldwick Public Library and the Borough of Waldwick, its agents, servants, and administrators from any and all liability arising out of the use of said premises of property. As official representative of organization, I hereby certify that I have read the Waldwick Public Library Meeting Room Policy and agree to comply with that policy.

Signed _____
(Organization Representative)

Date _____

Approved _____
(Library Representative)

Date _____