

USR LIBRARY MEETING ROOM APPLICATION

Library Director

Date

We reserve the right to reassign rooms if necessary

Upper Saddle River Public Library

(www.uptersaddleriverlibrary.org)

Meeting Room Application

Short Form

2011/2012

(For those who have already completed full application)

COPY OF LIABILITY INSURANCE MUST BE ON FILE IN THE LIBRARY

Date: _____

Organization: _____

Contact Name: _____

Address: _____

Phone Number: _____

Email Address _____

Date _____

Time of meeting: _____

Attending: _____

Signature _____

Application is subject to approval by Library Director & Board of Trustees.
Such approval will be withdrawn for violation of any regulation.

Please Note:

Form must be submitted at least seven days prior to meeting date.

Confirmation will be by emailed.

Forms may be dropped off at library, or faxed to 201-327-3966.

On line form available at www.uptersaddleriverlibrary.org. (click on meeting room form)

Approved by Director:

Date:

Room Assignment: