



MAYWOOD PUBLIC LIBRARY

459 Maywood Ave, Maywood, NJ 07607
www.maywoodreads.com
201-845-2915

MAYWOOD PUBLIC LIBRARY Application for Use of Meeting Room

Groups wishing to reserve the meeting room should submit a completed application to the Meeting Room Manager 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: _____

I certify that I am the official representative for this organization, and that I am authorized to make this application on their behalf and bind them to the Rules and Regulations of the Maywood Public Library. Said organization agrees to save and hold harmless the Maywood Public Library and the Borough of Maywood, its agents, servants, and administrators from any and all liability arising out of the use of said premises of property. As official representative of this organization, I hereby certify that I have read the Maywood Public Library Meeting Room Policy and agree to comply with that policy.

Signed _____
(Organization Representative, Title/position in organization)

Date _____

Approved _____
(Library Representative)

Date _____