



HILLSDALE FREE PUBLIC LIBRARY
509 HILLSDALE AVENUE
HILLSDALE, NJ 07642

MEETING ROOM APPLICATION

An application form must be submitted to the library to schedule a meeting.
Applications may be submitted on the following dates:

For meetings held between January and June:

Hillsdale groups may apply beginning October 1.

Groups from other communities may apply beginning October 15.

For meetings held between July and December:

Hillsdale groups may apply beginning April 1.

Groups from other communities may apply beginning April 15.

Application Date: _____

Name of Organization: _____

Name of Contact: _____

Telephone: _____ - _____ - _____

Our group is requesting the meeting room for the purpose of:

On the following dates and times:

I have read the meeting room policy. Failure to notify the library of a cancellation within 48 hours of the meeting time or failure to restore the room to the condition in which it was found will result in the forfeiture of this privilege for 6 months. Our group will observe all other library rules and regulations.

Print Name

Signature

LIBRARY USE ONLY – CHECK DATES AGAINST BOTH PAPER AND WEBSITE CALENDAR

Application received by _____ date: _____

Application approved by _____ date: _____

ON PAPER CALENDAR

ON WEBSITE CALENDAR

TO FILE