



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 September and August:  
Hillsdale groups may apply beginning August 15.  
Groups from other communities may apply beginning September 1.

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