

LIBRARY PUBLIC USE PERMIT

**W.H. Walters Free Public Library
1001 East Boulevard
Alpha, NJ 08865**

Phone: 908-454-1445 **Email:** alphapubliclibrary@verizon.net
Website: <http://www.alphaboro.org/pages/library.html>

- The Library is open free of charge to nonprofit organizations engaged in educational, cultural, intellectual or charitable activities who need to meet in a quiet environment.
 - The requester must be an Alpha resident and over 18 years of age.
 - Requests must be coordinated with the Library Director and approved by the Board of Trustees.
 - Groups may meet only during regular Library hours. An exception may be made by the Board of Trustees, subject to a fee to cover the cost of paid staff time.
 - The group is responsible for leaving the Library in the same or better condition in which it was found.
 - The W.H Walters Free Public Library Patron Conduct Policy applies at all times.
 - Groups and/or individuals found to be in violation of the policies may be barred from future use of the Library.
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Name of Organization _____

Date(s) of your meeting _____

Start time _____ End time _____

Total number of persons expected to attend _____

Purpose of meeting _____

Do you have any special requests? _____

Contact Information for a responsible member of the group who will be present at the meeting:

Name _____ Day Phone _____

Address _____ Evening Phone _____

Email _____

Certification: Please check the box next to each statement below, then sign.

- I have read and will abide by the W.H. Walters Free Public Library Policies
- I understand that the reservation is not final without written approval of the Library Board of Trustees

Signed: _____ Date: _____

Library Use Only Below This Line

Approved

Library Director Date: _____

Board of Trustee Member Date: _____