

Upper Saddle River Library Application to a Place Collection Box in the Lobby

Due to the space constraints and demands for use of the lobby by organizations to collect items for various charities, the Board of Trustees has established the following guidelines that must be adhered to, including the completion of this form. All requests are subject to the guidelines below and the approval of the Library Director.

Guidelines for a Collection Box in the Lobby of the Upper Saddle River Library:

1. Cardboard boxes must be decorated.
2. The length + width + height of the box cannot exceed 50 inches.
3. Information on the box must include:
 - a. Name of organization collecting items
 - b. Contact name, phone number and e-mail address
 - c. Description of items being collected
 - d. Beneficiary of the collection
4. The box must be emptied at least every other day.
5. Only one (1) collection box may be placed in the lobby at any time.
6. A collection box may be placed in the lobby for no more than one (1) week.
7. All collection boxes are subject to the discretion of the Library Director who may request their removal at any time.

Request to place a collection box in the lobby of the Upper Saddle River Library:

Name of Organization_____

Contact Person/Scout_____

Troop Number (if applicable)_____

Troop Leader's Name (if applicable)_____

Telephone #_____

E-mail_____

Dates Requested for Collection_____

I agree to comply with the guidelines above if this request is approved:

Signature

Date

Approved:

Library Director

Date