

Waldwick Public Library Collecting for Charitable Purposes Policy

As a community service, the library makes a limited amount of floor space available for use by nonprofit community groups collecting supplies for charitable purposes. Nonprofit community groups are defined and limited to "those groups which are located within or have their principal business address within the Borough of Waldwick." No monetary collections, transactions, or activities save for those directly benefiting the Waldwick Public Library will be permitted on library premises.

GUIDELINES

- Collection containers shall be housed in the library no longer than four weeks.
- Size of the collection container shall be no larger than 30 inches high, 24 inches wide and 24 inches deep. All promotional information must be affixed to the container.
- Container must clearly display end date for collection.
- The container shall be located at the discretion of the library director.
- Materials collected shall conform to library regulations.
- Materials must be retrieved from the container twice weekly or at the discretion of the library director.
- If the materials and container are not collected as agreed, the library reserves the right to dispose of the contents and container at the library's sole discretion.
- Applications from minors require the signatures of two adults who reside in Waldwick.

Name of Organization_____

Contact Person_____

Address_____

Telephone_____ e-mail_____

Dates Requested for Installation_____ Until_____

AGREEMENT

Said organization agrees to save and hold harmless the Waldwick Public Library and the Borough of Waldwick, its agents, servants, and administrators from any and all liability arising out of the use of said premises of property. As official representative of the organization, I hereby certify that I have read the Charitable Collection Policy and agree to comply with that policy.

Signed_____ Date_____
(Organization Representative)