



Oradell Free Public Library

375 Kinderkamack Road
John J. Trause, Director
Oradell, New Jersey 07649
(201) 262-2613 - Fax (201) 262-9112

AGREEMENT FOR DISPLAYS OUTSIDE THE LIBRARY

Application for signs on Library property is made on a first-come, first-served basis. The Library shall have the final decision on the content and arrangement of all signs and displays. The Library expressly reserves the right to reject any display in whole or in part which it deems in its sole discretion to be inappropriate based upon local community standards.

Signs on Library property are strictly limited to Oradell civic, educational, and community groups advertising their own programs and events. Partisan political, religious, and commercial material is strictly avoided on Library property. Preference will be given to those groups that support and partner with the Library. Groups must first contact the Library seeking permission before placing any signs on Library property.

Signs on Library property are normally scheduled for a period of no more than one (1) month. If the sign is not set up by the assigned period, the sign privilege may be canceled by the Library. If the group must cancel a sign, it is expected that a representative of the group contact the Library as soon as possible to see if another time may be arranged.

Mounting signs is the responsibility of the group. Final approval is given by the Library Director in consultation with the Library Board of Trustees.

Mounting and prompt removal of signs within one (1) week after the conclusion of the program or event commemorated is the responsibility of the group.

Should the sign(s) which we have placed on library property for a temporary display be stolen, damaged accidentally or through malicious intent, destroyed or damaged by fire or water, or in any other way found to be in a condition different from when they were received by the library, we will accept their return in such condition and in no way will we hold the Oradell Public Library responsible.

NAME OF ORGANIZATION _____ CONTACT PERSON NAME _____

TELEPHONE NUMBER _____ E-MAIL _____

NAME OF EVENT _____

DATES THAT SIGN WILL BE POSTED _____

SIZE OF SIGN REQUESTED _____

SIGNATURE AND DATE OF REQUEST _____

PLEASE ATTACH A PHOTO OR DRAWING OF THE SIGN

SIGNS MAY BE PLACED ONLY IN THE APPROVED AREA

Library Director Approval

Date

Please print, fill out, and return this form to the Library for consideration.