



# BRIDGEVILLE PUBLIC LIBRARY

## Temporary Collection Box Hosting Application

Name of organization/individual: \_\_\_\_\_

Local contact person name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Purpose of collection: \_\_\_\_\_

Type of item(s) being collected: \_\_\_\_\_

Dates of collection being requested: \_\_\_\_\_

Municipality: \_\_\_\_\_

**If approved, I, \_\_\_\_\_, understand, accept, and agree to the following terms and conditions:**

- The location of the Temporary Collection Box is at the discretion of the Library Director or his/her designee, and may be moved to accommodate the needs of the library.
- The Library is not responsible for the security of the Temporary Collection Box and its contents other than general surveillance. The organization/individual agrees to hold harmless and indemnify Library from any and all damages to, or theft of, any property or donations relating to the Temporary Collection Box.
- Organization personnel or individuals are responsible for checking the box and emptying it regularly. If a collection box is overflowing with donations, a staff member will reach out to the contact to alert them of the immediate need for pick up. If the donations are not picked up by the organization or individual within 2 business days, the library reserves the right to remove the material.
- The organization or individual may state that the Library is a collection point, but the organization or individual may not imply that the Library is sponsoring or endorsing the project.
- The Library will not promote the organization/individual/collection drive other than a flyer/poster (provided by the organization/individual) on the community bulletin board.
- Boxes must not advocate or solicit consideration of a product or item sold by any charitable or commercial enterprise.
- Collection boxes and their contents not picked up within 5 working days after the project ends will become the property of the Library and will be disposed as staff determines is appropriate.

The Library reserves the right to determine whether an organization's or individual's purpose and the type of collection are acceptable. The Library Director or his/her designee must approve the application.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_