

PARSIPPANY PUBLIC LIBRARY DONATION BOX APPLICATION

As part of the Parsippany Public Library’s commitment to community engagement, space is provided in the Library for organizations to place donation boxes to collect items for causes that benefit the community. The Library reserves the right to determine whether an organization’s purpose and the type of collection are acceptable. The Library Director or a designated staff member will approve the application within ten business days. **Applications will not be accepted more than 90 days prior to the proposed dates of collection.**

* Required fields

Name of Organization*

Purpose of Organization*

Organization Website

Organization Type*

- Nonprofit
- For profit
- Other

Local contact person name*

Parent or guardian (if contact person is under 18)

Address*

City*

State*

Zip code

Telephone*

Email*

Purpose of collection*

Type of item(s) being collected*

Start date of collection

End date of collection

Approved

Date

The organization must agree that:

- The organization will provide a large durable receptacle and signage.
- The collection period will be no longer than 30 days.
- The Library is not responsible for the security of the collection box.
- The Library will determine the location of the collection box.
- The organization may state that the Library is a collection point but the organization may not that the Library is sponsoring or endorsing the project.
- Organization personnel are responsible for emptying the receptacle on a regular basis during the collection period.
- Collection boxes and their contents not picked up within five working days after the project ends will become the property of the library.
- The library reserves the right to adjust or cease collection at any time.