



Randolph Township Free Public Library General Instructions for Fillable Forms

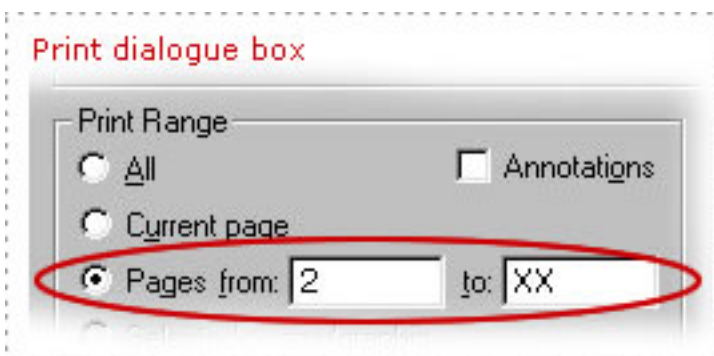
Please note that a fillable form is **NOT** the same as electronic filing and it is not possible to electronically submit a form—you must print it out after entering the information. If the form requires a signature, the library must receive the form with an original signature.

IMPORTANT: The free Adobe Reader software cannot save the form with the fill-in data for use at a later time. You can, however, save a blank fillable form for future use. To do this, return to the page containing the link to this form. Instead of clicking on it as you would normally do, right-click and select Save Target As/Save Link As from the pop-up menu which appears. See the “Helpful Hints” section on the [Online Forms](#) page at the Township site for more information.

- After reading through these instructions, proceed to the first page of this form. Once it’s displayed in your browser window, position the hand pointer inside a form field and click. The hand pointer changes to an I-beam in fields where entering text is permitted.
- Enter your information and then press Tab on your keyboard to go to the next field. You may also use your cursor to move from field to field. Place your cursor in the field you want to fill in and click.
- Once you have filled out the entire form and are ready to print it out, be sure to make note of how many copies you will need. Some forms must be submitted to more than one department and it is recommended you print an additional copy for your records.
- Make sure the cursor is not inside a form field before printing the form. To do this, use the mouse to click in an area of the form where there are no fields (i.e., click your mouse on the Randolph logo).
- Do **NOT** use your web browser’s print function. Instead, use the print button at the left of the Adobe Reader tool bar, which appears immediately above the viewing window.



- Clicking on the print button launches a print dialogue box which gives you several options, including the option to print the entire document or specify a range of pages to print.



Since there is no need to include this instruction page when you print out or submit the form to the library, we suggest you specify a print range beginning with Page 2 through to the last page of this form.

Caveat: In situations where you need more room than provided for entering information into a field, you will have to attach your

own supplemental information to the printed form. If you can’t see what you’ve entered into a field in its entirety, that means it won’t be visible when printed either.

Randolph Township Free Public
LIBRARY

IT'S MY LIBRARY!

28 Calais Road, Randolph, NJ 07869 • Phone (973) 895-3556 Fax (973) 895-4946

Application for Use of Meeting Room

This form must be submitted before the time will be reserved on the calendar.

DATE OF MEETING			
Date			Regular Library Hours Monday–Thursday: 9:00 a.m. to 9:00 p.m. Friday & Saturday: 9:00 a.m. to 5:00 p.m. Sundays: 12:00 noon to 4:00 p.m. <i>Closed Sat. and Sun. in July & August</i>
Hours	From _____ a.m. p.m.	To _____ a.m. p.m.	
Program Topic			
ORGANIZATION INFORMATION			
Organization Name			
President or Head		Telephone #	
Address			
Authorized Officer Making Application		Telephone #	
Address			
FEE INFORMATION (Fees must be included when the application form is submitted)			
	Randolph-based nonprofit organization: No charge		_____
	Adult education school: Fee to be mutually agreed upon	\$	_____
	Non-Randolph nonprofit organization (501C3 status is required): \$25.00	\$	_____
	Commercial entity: \$50.00 per hour, two-hour minimum required	\$	_____
ROOM SETUP INFORMATION*			
Please discuss room setup with library staff and diagram the arrangement on the back of this form.	Estimated Attendance		Audio-visual equipment needed
	Chairs		Slide Projector
	6-Foot Tables		Screen
	Lectern		Videotape Player and TV
* Meeting Room can accommodate a maximum of 74 individuals seated in chairs or 125 children seated on the floor.			

I have read the meeting room rules and regulations and agree to abide by them.

Signature of Authorized Officer

Date

FOR LIBRARY USE ONLY			
Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	Setup Staff Notified: <input type="checkbox"/> Yes <input type="checkbox"/> No	Scheduled on Calendar: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date:
Comments:			