

## **Meeting Room Policy of the River Edge Public Library**

This policy is for the use of the Library for outside groups and does not apply to Library programs, Library-sponsored programs, or approved River Edge Public Library-affiliated groups. The Board of Trustees of the River Edge Public Library reserves the right to change any or all of the Meeting Room Policy without notice. The Director is responsible for the administration of this policy, for establishing administrative procedures for its implementation, and for making it available to the public. Only the Board of Trustees of the River Edge Public Library may approve appeals for exceptions to the policies stated in this document. The Library may limit meetings for any particular organization to promote the accessibility of the meeting room to a wide variety of River Edge community groups. The Library endorses the American Library Association's statement on meeting rooms. The Board of Trustees of the River Edge Public Library does not endorse the views of any group using the meeting room.

### **Mission Statement**

The River Edge Public Library provides a meeting room for public use. The Meeting Room Policy is developed in accordance with the Library's mission. The Meeting Room in the Library provides an opportunity for bringing together the resources of the Library and the activities of the community of River Edge for educational, cultural, civic and intellectual purposes. The Meeting Room is available to all River Edge nonprofit groups on equal terms regardless of opinion or affiliation.

### **Failure to comply**

Failure to comply with this policy and the accompanying procedures may result in denial of future use of the Library meeting room, financial liability for damages, and/or immediate removal from the meeting room.

### **Appeal**

A group denied permission to use the meeting room may file an appeal to the Board of Trustees at least 1 week prior to the next regular Board meeting. A copy must be sent to the Director. The Trustees will review the appeal and notify the organization of its decision in writing. The decision of the Board of Trustees is final.

### **Eligibility**

The Library Director will review all requests for meeting room use and determine eligibility prior to granting approval. The Director will refer to the Board of Trustees any request that in his/her opinion presents substantial question. The Board of Trustees will be the final authority in granting or refusing permission to use the Library's meeting room. The River Edge Public Library meeting room is for use on a reserved-only basis to River Edge non-profit organizations, government agencies and organized groups engaged in educational, civic, cultural and intellectual activities. Library-sponsored programs and

activities conducted by the Library may pass charges for tuition, supplies, or material to the program registrants. All meetings must be open to the public at no charge; meetings must not be restricted to any particular group.

## **Fees**

There is no charge for use of the meeting room on an occasional basis. Donations to the library are welcomed and appreciated. No fees, dues, or donations may be charged or solicited from persons attending meetings in meeting rooms. Exceptions may be made for meetings sponsored by the River Edge Public Library or its affiliated organizations involving small fees for short-term classes, institutes, workshops, etc. ***For-profit groups may rent the large room for \$150 per session, or \$200 for groups based outside River Edge. The small room rents for \$50 for local for-profits and \$75 for groups based outside River Edge.***

## **Waiver**

The library does not assume liability for personal injury or damage to personal property, which occurs as a result of the actions of the sponsors or participants in meetings scheduled at the library. A Hold Harmless Agreement needs to be signed by the person responsible for the group. If library equipment is to be used, a Hold Harmless Agreement for the equipment must also be signed.

## **Registration**

Each group must register at least once annually by completing a meeting room application form. The signing of this application form implies the group's intent to comply with this policy and the procedures regarding the use of Library's meeting rooms. Additionally, groups may be asked to provide updated information throughout the year.

## **Reservations**

Reservations must be made by an adult member of the group. The person making application shall be the contact person, unless specified otherwise, and is the only person authorized to make changes in room arrangements. All groups must submit a completed Meeting Room Application to the Library Director. These requests will be considered in the order received. Requests should be made as far in advance as possible. Reservations are made no more than 3 months in advance. Reservations for meeting room space are on a first-come, first-serve basis. Library sponsored programs will have preference. Notify a Library staff member if a meeting must be cancelled. The library reserves the right, with 24-hour notice, to cancel permission to use a meeting room and or/to substitute facilities.

## **Hours**

The meeting room is available during regular library hours only. Groups must vacate rooms 15 minutes before closing.

## **Unscheduled Closing**

If the Library is closed due to inclement weather or an unforeseen emergency, use of the meeting room is automatically cancelled. If this happens, as much notice as possible will be given to the group contact person on record with the library. Closings are recorded on the Library voice mail and web site when possible.

## **Activities**

While using the meeting room, no admission may be charged; no products or services may be advertised, solicited or sold. The meeting room shall not be used for entrepreneurial or commercial purposes, for the solicitation of business, for profit or for fundraising (except for fundraising by the library or library associated organizations). No goods or services shall be promoted or sold upon the premises; or by sample, pictures or descriptions. Smoking, alcoholic beverages and illegal drugs are prohibited on Library property. Groups shall abide by all applicable laws, ordinances, codes and other rules. Violations of any regulation may result in the immediate removal of the group from the meeting room and Library. Violators are also subject to prosecution for any violations of any local ordinances, state or federal law. Solicitations for signatures on petitions are not allowed on Library property.

## **Responsibilities**

Persons attending activities in the meeting room of the River Edge Public Library are subject to all Library rules and regulations. Use of the meeting room must not disrupt the use of the Library by other patrons. Each group shall designate an adult (age 18+) who will be responsible for the behavior of participants. Materials are not to be attached to walls, windows, doors, or furnishings except at the direction of authorized staff. Groups and individuals using the Library meeting room are responsible for basic cleanup and returning the room to order. Any equipment or displays brought in for a meeting must be removed at the end of the meeting. The Library is not responsible for lost or stolen items. Damages to the premises, equipment or furnishings as a result of meeting room use will be charged to the group responsible. The group or organization and its members, jointly and severally, will assume and bear responsibility for loss of, or injury, or damage to, any property of the Library caused or inflicted by the organization, its members, affiliated persons, guests, or invitees. The Library reserves the right to refuse or discontinue any use which is disruptive to the normal operation of the library, destructive to the building or equipment, or if information is falsified on the meeting room application. Meeting room use that generates excessive noise will be considered disruptive. Failure to vacate a room as scheduled will be considered disruptive. The River Edge Public Library is not responsible for providing extra chairs, tables, equipment, etc., needed for the group's functions beyond the existing tables, chairs, equipment, etc. located in the Library's meeting room at the time/date the registration form request is signed by the group or individual. With prior permission by the Director, groups may temporarily bring extra tables, chairs, equipment, etc. needed for a particular meeting. All non-River Edge Public

Library property brought onto the premises must be immediately removed from the meeting room after the meeting is finished.

### **Equipment**

It is the responsibility of the applicant to provide necessary equipment if it is not available at the Library. The Library provides wireless access to the Internet which patrons may use with their own equipment. Patrons are responsible for configuring their own computers. Library staff cannot assist patrons with connections or troubleshooting. Audiovisual equipment may be used in the meeting rooms. A Hold Harmless agreement must be signed. If unfamiliar with the operation of the equipment, users are requested to meet with staff before the meeting, between 10:00 AM and 5:30 PM, to be instructed in the safe use of the equipment. Users are requested to notify staff if equipment is not functioning.

### **Room Capacity**

Maximum capacity for the large room is 60 (36 with tables and chairs). *Maximum capacity for the small room is 13.* Please note: limits will be enforced to ensure safety according to fire codes established by the River Edge Fire Department.

### **Refreshments**

Light refreshments may be served but all food and non-alcoholic drinks including coffee are the complete responsibility of the group using the room. No food is to be left in Library meeting room after the completion of a meeting.

### **Advertising, Publicity & Endorsements**

Groups using the Library meeting room must not use advertising and publicity which imply that their programs are sponsored, co-sponsored or approved by the Library, unless written permission to do so has been previously given by the Director. The person responsible for the group must submit all flyers and press releases for pre-approval by Director. The fact that a group or organization is permitted to use the meeting room shall not in any way constitute an endorsement of the beliefs or affiliations of such group or organization.

### **Storage**

The Library will not provide storage for any group. Exceptions may be made for Library-sponsored groups on approval of the Director.

### **Set-up**

Tables and chairs will be provided. The Library will not provide special room set-up or arrangements.

## **Parking**

There should be no interference with the use of the Library by its patrons, e.g. noise, overcrowding of Library or parking lot. Groups expecting large attendance should request members to park so that sufficient and convenient parking will be available to other Library patrons.

**Meeting Room Application & Hold Harmless Agreement**

Please read the Meeting Room Policy before completing this form.

Date of Application \_\_\_\_\_

Name of Organization \_\_\_\_\_

Name of Contact Person \_\_\_\_\_

Position in Organization \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ (Day) \_\_\_\_\_ (Eve)

Email \_\_\_\_\_

Program Information:

Date(s) \_\_\_\_\_

Hours \_\_\_\_\_

Type of Activity

\_\_\_\_\_

*Meeting room requested*                      *Large*                       *Small*

Expected Attendance: Adults \_\_\_\_\_ Children \_\_\_\_\_

Will refreshments be served? \_\_\_\_\_

We have read and agree to abide by the River Edge Public Library’s Meeting Room Policy. We also agree to indemnify and hold harmless the Library and the Borough of River Edge from and against any and all expenses (including actual attorneys' fees), claims, suits, injuries, damages, losses, judgments and consequential losses and damages, sustained either by reason of or arising out of or in any way connected with Applicant's use of the Library's facilities and equipment or its failure to comply with the terms and conditions of the Library's Meeting Room Policy. Applicant shall defend, at its sole expense, any action or proceedings brought against the Library and/or the Borough in such regard, including the settlement or compromise thereof, provided that the Library and/or the Borough may participate in the defense of any claim or action, including compromise or settlement, without relieving Applicant of any obligation hereunder. The indemnity, hold harmless and defense provided hereunder shall be fully operative in

every instance, except where the expense, injury, damage or loss is occasioned or caused by the sole and exclusive negligence of the Library and/or the Borough, whether by act or omission. Such indemnity, hold harmless and defense shall be provided in full by the Applicant in the event the expense, injury, damage or loss is occasioned or caused by or attributable to both Library and Applicant, regardless of the percentage or proportion so occasioned or caused by or attributable to each.

The undersigned is authorized to execute this agreement on behalf of this organization.

**The applicant must finish and vacate the room 15 minutes before closing time.**

Name of Applicant \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Please return this completed form to the Library, no less than 20 days before your scheduled use of the room.

If you have questions, please call the Library Director at (201) 261-1663

Approved \_\_\_\_\_ Date \_\_\_\_\_

A copy of this application will be mailed to you as confirmation if requested.