

MONROE TOWNSHIP FREE PUBLIC LIBRARY

MEETING ROOM POLICY

As a public institution, the Monroe Township Free Public Library is dedicated to free expression and access to information and ideas on all points of view concerning the problems and issues of interest to the residents of Monroe Township. To this end, the Library maintains meeting rooms for the Library and community use.

The meeting rooms are available for meetings and programs open to the public that are sponsored by nonprofit organizations and all governmental and public boards and agencies of Monroe Township. Preference is given to Monroe Township organizations, but regional and statewide groups are accommodated when there are no schedule conflicts.

Permission to use the meeting rooms does not imply Library endorsement of the aims, policies, programs or public statements of any organization or group. Such permission is revocable and does not constitute a lease. Certain necessary fees are set forth below.

The use of a meeting room shall be consistent with the provisions of this policy and the regulations hereunder, and may be denied (a) where the use is inconsistent with such policy, (b) where there is a likelihood of physical hazard to persons present or (c) when there has been misuse of the premises or equipment or violation of this policy by the organization in the past.

Application forms shall be submitted for use of the meeting rooms. Applications complying with this policy are approved by the Library Director. The Library Board of Trustees reserves the right to review all applications, and shall review applications not approved by the Director if requested by the applicant.

REGULATIONS

A. *Prohibited Uses*

Meeting rooms may not be used:

1. For any meeting closed to the general public, with the exception of:
 - a. Courses of academic instruction by the Monroe Township Board of Education or the New Jersey Department of Education or the institutions under its jurisdiction and
 - b. Executive sessions of otherwise qualified organizations when such sessions are conducted under the provisions of applicable state laws.
2. For any meeting sponsored by or for a commercial organization or purpose, or at which goods or services are advertised or sold for profit. Meetings to raise funds for nonprofit organizations may be held at the discretion of the Library Director.

3. For any meeting which has noise or physical activities disturbing to other people in the Library.
4. For any meeting attended by fewer than 15 people (this necessitated by the scarcity of meeting rooms in Monroe Township). Meetings are limited to an attendance of no more than 100 people.
5. For private tutoring or programs by private schools to demonstrate or exhibit the abilities or talents of students.
6. For the conduct of any unlawful activity.
7. For any meeting for which an admission is charged, other than donations made for nonprofit purposes.
8. For meetings of a candidate campaigning for office within 90 days of the election date.
9. For private receptions or parties.

B. Conditions of Use

1. Application forms for use of a meeting room shall be completed and signed by a responsible representative of the organization and submitted to the Library Administration Office at least two weeks in advance of the requested meeting. The organizational representative signing this form must be in attendance to conduct and/or monitor the meeting.
2. Applications for meetings of young people, through senior high school, shall be sponsored and signed by an adult who will assume responsibility. At least one adult shall be in attendance at such meetings.
3. The applicant is responsible for its own setup of chairs, equipment, etc., and shall clean up the room, returning it to the condition in which it was found, after completion of the meeting. Setup and cleanup shall occur within the reserved time for the meeting. However, setup and cleanup custodial services may be requested by the applicant, or may be required at the discretion of the Library Director, subject to a fee as set forth under section D.2 below.
4. No materials shall be affixed to the walls or ceiling by any means whatsoever.
5. The applicant may be granted permission to use specified Library equipment, if available, provided that the applicant has a person skilled in the use of the equipment requested. The Library has available for use a projection screen,

- wireless microphones, a video cassette recorder (VCR), a Digital Video Disc (DVD) player, and a projector. Laptop and/or desktop computers to use the projector are not provided. The applicant will be held responsible for the loss or damage of any of this equipment during the meeting room reservation period. Damage to equipment must be paid at current repair or replacement costs.
6. Refreshments may be served at meetings at the discretion of the Library Director. Kitchen equipment, whether the Library's or the applicant's, may be used for light refreshments only. Serving utensils and paper products shall be provided by the applicant. Refreshments may not be carried away from the meeting room. As with the meeting room, the Library's kitchen equipment shall be returned to the condition in which it was found.
 7. Applicants shall assume full responsibility for damage to the Library's property or the property of others or for personal injury resulting from the applicant's acts or omissions. An Insurance and Liability clause is attached to and incorporated by reference in and made a part of the meeting room application form.
 8. The Library is a smoke-free building. Smoking is not permitted in any area of the Library, including the meeting rooms.
 9. Alcoholic beverages are prohibited.
 10. Persons using meeting rooms are not to use Library staff entrances under any circumstances.
 11. Before Library opening hours, persons attending a meeting are restricted to the general area of the meeting room, lobby and rest rooms.
 12. Library staff shall not be used to deliver telephone calls or messages to persons using the meeting rooms.
 13. The Library shall not be used as an address for organizations using the meeting rooms.
 14. Applicants shall comply with the Americans with Disabilities Act when using the meeting rooms.
 15. Applicants shall comply with the copyright laws in their use of film, video, music and other media, and shall be responsible for observing the rating systems of the motion picture and television industries when showing films or videos in the meeting rooms.
 16. The applicant shall maintain comprehensive general liability insurance in the

amount of \$1,000,000 for personal injury and damage to property. A certificate evidencing the insurance shall be submitted with this application.

C. Schedules

1. Daytime meetings shall begin at 10 AM. The lobby will be open at 9:00 AM. Set-up for meetings may begin no earlier than 9:30 AM. Evening meetings held on Monday through Thursday shall conclude by 8:30 PM. Participants must leave the Library by 9 PM. Meetings held on Friday shall conclude by 4:30 PM. Participants must leave the Library by 5:00 PM. Meetings may not be scheduled for Saturday or Sunday.
 - a. A group may schedule the Library Meeting Room for meetings that conclude after the Library closing time by permission of the Library Director. This permission is limited to specific evenings. A fee of \$30 will be charged. In the event permission is granted, the meetings must conclude by 9:30 PM and the group must vacate the premises no later than 9:45 PM.
2. The Library will accept applications for a series of meetings scheduled on an annual basis, with the frequency of such meetings being no greater than once a month, provided that such scheduling can be accommodated. The maximum length of time for each use is 3 hours. Academic courses meeting all regulation criteria, may be scheduled more frequently.
3. Reservations shall be made for specific hours, and the applicant shall leave promptly at the conclusion of the specified time.
4. The Library receives more applications for use than its facilities can accommodate. It is the responsibility of the applicant to inform the Library Administration Office as soon as possible if a meeting is canceled. The Library reserves the right to deny meeting rooms to applicants who fail to notify the Library of cancellations or who frequently cancel meetings.
5. The Library reserves the right to cancel a meeting with two weeks advance notice for the purpose of a Library program, or in an emergency.

D. Fees

1. \$25.00 per room, per session (a session shall not be longer than three hours) shall be charged for education programs as specified in section A.1 above where a fee is charged by the academic institution.

2. \$50.00 shall be charged for custodial services requested or required under section B.3 above.
3. A refundable deposit of \$50.00 shall accompany an application requesting equipment or use of the kitchen facilities. Such deposit shall be refunded after an inspection of the premises and equipment. Any damage in excess of the amount of the deposit shall be assessed to the organization.
4. A non-refundable fee of \$30 will be charged for meetings that need to continue until 9:30 PM. Only specific evenings are available, and permission must be granted beforehand by the Library Director.

E. Waiver of Regulations

Exceptions from specific regulations of this policy may be authorized in writing for the Friends of the Monroe Township Public Library and all governmental and public boards and agencies of Monroe Township. The Library Director reserves the right to waive regulations at his/her discretion.

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