

2.500 PUBLIC USE OF MEETING ROOMS *Approved 6/2007; revised 9/2008*

The following sections detail the guidelines and rules regarding use of meeting space in the Library. The granting of meeting space to individuals or groups does not indicate Library endorsement of any agenda. The content of any meeting must fall within generally accepted community standards.

The Library has two meeting rooms: the community room and the conference room. These rooms are available to the public, subject to the conditions and limitations described below.

The Library community room has a capacity of 100 people. The conference room capacity is 16. Both are available for public gatherings of a civic, cultural, vocational or educational nature which are of benefit and value to Long Hill Township residents. No commercial enterprises are permitted.

Any organization or individual (sponsor) desiring to use a room must read and sign waiver number 2.510 and complete Room Application Form number 2.511. Township-sponsored groups may schedule meetings without completing these forms, but must check with Library staff to ensure that the room is available on the date and time they wish to meet.

Priority in scheduling will be given to Library-planned events or events sponsored by the Friends of the Library.

2.510 Public Use of Meeting Rooms: Waiver

1. In consideration of the use of the meeting rooms, the sponsoring organization/individual agrees that:

- The organization/individual will adhere to all Township ordinances.
- Advertising of any event held at the Library will make clear that any such event/activity is not sponsored by the Long Hill Township Library.

2. Meetings must begin by 8:00 p.m. on nights when the Library is open and must end at the regular closing time unless prior arrangements are made with the Director.

3. The room must be left in the same condition as found at the beginning of the meeting. Chairs and tables must be returned to their original arrangements. Trash must be bagged and placed where directed. Kitchen facilities must be left clean.

4. The Trustees assume no liability for injury to a person or damage to property of the organization or its members.

5. The sponsor agrees to indemnify and save harmless the Township of Long Hill and the Long Hill Township Library, its officers, employees and agents from any loss, damage, liability, costs and/or expenses that may arise during or be caused in any way by use of the Library facilities and equipment by the sponsor or invitees of the sponsor.

6. Damage to Library property or property on loan to the Library, beyond ordinary wear and tear, will be charged to the sponsor. There must be no nailing to floors, walls, or fixtures, and the building equipment must not be marked or defaced in any manner. Use of open flames or candles in the meeting room is prohibited.

7. Supplies must not be stored at the Library for groups using the rooms on a regular basis. At the conclusion of the event the sponsor shall promptly clean up any debris and remove from the premises all materials and equipment provided by the sponsor. The Library shall not be responsible for receipt, storage or disposal of equipment or supplies furnished by the sponsor.

8. The Library shall not be responsible for loss or damage to property of the sponsor or invitees of the sponsor. Sponsor and its invitees shall bear the risk of any property brought into the Library.

9. Programs may not disrupt the use of the Library by others. Persons attending meetings are subject to all Library rules and regulations and may be asked to leave if they do not abide by them. The sponsor is responsible for maintaining proper order on the part of all participants and adhering to all applicable state, federal and municipal regulations.

10. Meetings will always have present at least one adult who is responsible (an adult is a person 18 years of age or older).

11. The Library reserves the right to refuse permission for present or future use of the rooms to any group or individual that fails to meet these requirements.

- 12. Alcoholic beverages are prohibited by local ordinance.
- 13. Smoking is not permitted in the meeting rooms or Library environs.
- 14. An applicant wishing to cancel a meeting shall notify the Library as soon as possible.
- 15. No admission fee may be charged. All meetings must be open to the general public, and attendees at any meeting are not required to be members of the sponsoring organization or group.

WE HAVE READ AND AGREE TO ABIDE BY THE ABOVE PROVISIONS AND THE REGULATIONS OF THE LIBRARY GOVERNING THE USE OF THE LIBRARY MEETING ROOM:

Organization _____

Officer/Sponsor _____

Signature _____

Date _____

For Long Hill Township Free Public Library:

Approved:

Director _____

Date _____

In the event of cancellation, please notify the Library as soon as possible.

2.511 Room Application Form

Long Hill Township Library

MEETING ROOM APPLICATION

Room being applied for:

Conference Room _____
(seats 12)

Meeting Room _____
(seats 80)

Quiet Room _____
(seats 4 or 5)

Name of organization or individual:

Brief description of type and purpose of program: _____

Date(s) requested: _____

Hours scheduled (include preparation and clean-up time):

Hour program is to begin: _____ Expected attendance _____

Name of individual filing application: _____

Address: _____

Phone Number: _____

I have read and understand the policies of the Long Hill Township Library regarding use of the Library's meeting rooms. I also understand that excessive noise cannot be tolerated.

Signature: _____

Director's Approval: _____

2.520 Quiet Study Rooms

The Library has two Quiet Study Rooms. These rooms are intended for study and research by no more than 8 persons. (One individual may use a Quiet Study Room.) All users, with or without an advance reservation, must check in with a Library staff member. Rooms are available for use from Library opening until 15 minutes before closing.

Quiet Study Rooms may be reserved as described below. The Library reserves the right to refuse, on a case by case basis, a reservation request when it would monopolize the rooms for one group at the expense of others. Library needs will take priority over other uses, as when the Library serves as proctor for a test. In this case, the Library does the scheduling for the test-taker.

Use of the Quiet Study Rooms may not disrupt the use of the Library by others. Users are subject to all Library rules and regulations and may be asked to leave if they do not abide by them. Users shall maintain proper order and adhere to all applicable state, federal and municipal regulations.

1. A room may be **reserved** four times in a calendar month for no more than three hours each time.
2. Rooms not previously reserved are available on a first-come, first-served basis.
3. Use of the rooms is limited to three hours per day. However, if the rooms are not scheduled by other groups, users may remain but must vacate when another group wants a room.
4. Quiet Study Rooms may be reserved up to one month in advance from the current date.
5. Reservations require the full name of the person reserving the room, telephone number, and the number of people in the group.
6. Reservations will be forfeited if not claimed within 15 minutes of the reservation time.
7. The person who reserves the room will be responsible for any damage to the room or its furnishings.