

MEETING ROOM POLICY
of the
Glen Rock 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 Glen Rock Public Library-affiliated groups.

The Board of Library Trustees 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 Glen Rock Public Library Board of Trustees may approve appeals for exceptions to the policies stated in this document.

To promote the accessibility of the meeting rooms to a wide variety of community groups, the Library may limit meetings for any particular organization.

The Library endorses the American Library Association's "Statement of Meeting Rooms." The Board of Library Trustees does not endorse the views of any group using the meeting room.

MISSION STATEMENT

The Glen Rock Public Library provides meeting rooms for public use. The Meeting Room Policy is developed in accordance with the library's mission. Meeting rooms in the Library provide an opportunity for bringing together the resources of the Library and the activities of the community for educational, cultural, civic and intellectual purposes. The meeting rooms are available to all community, nonprofit groups on equal terms regardless of opinion or affiliation. The Library's Meeting Rooms are also available to for-profit organizations for a fee of \$50 for an hour or a portion of an hour.

FAILURE TO COMPLY

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

APPEAL

A group denied permission to use the meeting room may file an appeal to the Library 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 Library 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 Library Trustees any request that in his/her opinion presents substantial question. The Glen Rock

Public Library Board of Trustees will be the final authority in granting or refusing permission to use the Library's meeting rooms.

The Glen Rock Public Library meeting rooms are for use on a reserved-only basis to non-profit organizations, government agencies and organized groups engaged in educational, civic, cultural and intellectual activities. For-profit organizations are charged \$50 per hour or for a portion of an hour.

With the exception of the Friends of the Glen Rock Public Library and other library support groups, library meeting rooms are not available for commercial purposes. Such commercial use includes but is not limited to bazaars, special benefit sales, and programs or presentations designed to promote the purchase of products or services. 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

Non-profit organizations may use the meetings rooms free of charge. 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 Glen Rock Public Library or its affiliated organizations involving small fees for short-term classes, institutes, workshops, etc.

All for-profit organizations are required to pay a hourly fee of \$50 for use of a meeting room. A portion of an hour is also \$50. The total anticipated fee for meeting room use must accompany the completed application form.

WAIVER

The library does not assume liability for 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.

Any organization applying to use one of the Library's Meeting Rooms may meet no more than once per month. Groups meeting on a monthly basis must submit their request for meeting dates at least two months prior to the beginning of the calendar year.

RESERVATIONS

Reservations must be made by an adult member of the group. The person applying 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 Administration. These requests will be considered in the order received.

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 to cancel permission to use a meeting room and or/to substitute facilities.

HOURS

Rooms are available beginning one half hour after the beginning of the business day. Rooms must be cleaned and vacated 15 minutes before closing time. Meeting rooms are available during regular business hours only.

UNSCHEDULED CLOSING

If the Library is closed due to inclement weather or an unforeseen emergency, use of the meeting room is automatically cancelled. Weather alerts and library closings are found on the www.bccls.org website. (The library website and telephone message will be updated with weather closings when possible.)

ACTIVITIES

The library meeting rooms are open to for-profit organizations, together with not-for-profit organizations, local groups or individuals engaged in educational, cultural, intellectual or charitable activities.

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 rooms of the Glen Rock Public Library are subject to all Glen Rock Public Library rules and regulations. Use of the meeting rooms must not disrupt the use of the Main 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 Library meeting rooms 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. Table and floor coverings must be used if refreshments are served and/or activities that may damage property are scheduled, such as arts and crafts involving paint, glue, scissors, etc. The library does not provide table and floor coverings.

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 Glen Rock 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 rooms 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-Glen Rock Public Library property brought onto the premises must be immediately removed from meeting rooms 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. It is up to the patron's own abilities to make it work. Library staff cannot assist patrons with connections or troubleshooting.

The use of the Library's audiovisual equipment requires permission of the Library Director. A Hold Harmless Agreement specifically for the use of this equipment must be signed. Use is also contingent on the availability of Library staff. Library staff must set up and take down the equipment to ensure its safety and proper handling.

ROOM CAPACITY

Each Meeting Room has differing room capacities and features. The Library Director or designated staff will determine which room is appropriate based on anticipated number of attendees, room availability, and other factors. Room capacities are described in the Meeting Room application.

Please Note: Capacity limits will be enforced to ensure safety according to fire codes established by the Glen Rock Fire Department.

Room Capacities:

Quiet Room 1 = 13 persons

Quiet Room 2 = 9 persons

Downstairs Meeting Room = 51 persons

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. The Library does not offer kitchen facilities. No food or garbage is to be left in Library meeting rooms after the completion of a meeting.

ADVERTISING/PUBLICICTY/ENDORSEMENTS

Groups using the Library meeting rooms 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 had been previously given by the Director. 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 a meeting room shall not in any way constitute an endorsement of the beliefs or affiliations of such group or organization.

The following legend must prominently appear on any sign, advertisement, invitation or other notice or announcement of an event to be held in the Glen Rock Public Library Meeting Facilities which sign, advertisement, invitation or other notice of announcement has been approved by the Director:

“This event is neither sponsored nor endorsed by the Glen Rock Public Library.”

Failure to include such legend will result in forfeiture of the right to use the applicable Meeting Facilities. Publicity must not include the Library telephone number.

INDEMNITY/INSURANCE

All persons, groups, or organizations using the Library facilities under the permit take the premises “as is” and assume all risks of injury, including death, to members of the group, organization, event participants, and event spectators (which might arise out of activities or out of conditions present on the Library facilities and grounds).

- A. Every person, group, or organization shall inspect the Library facility for unsafe or dangerous conditions prior to use. Any discovered unsafe condition must be reported, in writing, to Library staff for repair.

- B. Every person, group, or organization using Library Meeting facilities under a permit shall indemnify, hold harmless and defend the Borough of Glen Rock, the Glen Rock Public Library, its Trustees, officers, and employees from any and all liability or financial loss, costs, or expenses (including attorney's fees and costs) resulting from any suits, claims, losses, or actions brought against the Borough of Glen Rock, the Glen Rock Public Library, its Trustees, officers, and employees, which results directly or indirectly from the wrongful or negligent actions of permittee (including its sponsor, spectators, participants, members, officers, directors, or agents). Wrongful or negligent actions include failure to adequately inspect, discover, and remedy or warn of defects in the premises or grounds.
- C. Every person, group, or organization using Library facilities under a permit shall procure and maintain in full force and effect, during the period of permitted use, a policy of insurance satisfactory to the Library which shall insure the Library, and all others named in Section (B) above, against any liability of whatsoever nature on account of bodily injury (including death) or property damage arising out of or in connection with The event or activity or the use of said premises by permittee (including sponsor, participants, officers, directors, partners, or agents), including all costs of defending any claim arising as a result thereof. The insurance policies required herein shall be in an amount and on forms approved by the Library. The Library, at the Library's sole option, may waive all or part of the foregoing requirements regarding indemnity and insurance, or require the user to obtain similar insurance coverage, either through the Library or by other arrangement approved by the Library, and user shall be required to reimburse the Library for the cost of any insurance provided pursuant hereto.

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 are available. The Library will not provide special room set-up or arrangements.

PARKING

Groups expecting large attendance should provide attendees with alternate or off-site parking options and encourage carpooling in their publicity and announcements so as not to impede library patrons from parking in the Library's parking lot.

SUPERVISION

The Library does not provide baby-sitting services. Children of meeting room attendees may not be left unattended in the library as per the Library Patron Behavior Policy.

ART GALLERY

Exhibits will not be accessible to the public during times when scheduled meetings are taking place in the Art Gallery.

Adopted 11/17/05

Amended and approved by the Library Board of Trustees 10/10/2013