



MAYWOOD PUBLIC LIBRARY

459 Maywood Ave, Maywood, NJ 07607

www.maywoodreads.com

201-845-2915

MEETING ROOM POLICY

The Maywood Public Library

Adopted June 17, 2015

This policy applies to the use of the Library for outside groups and may not necessarily apply to Library programs, Library-sponsored programs, or approved Maywood Public Library or groups affiliated with the Borough of Maywood.

The Library Board of 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 Maywood 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 Maywood Public Library provides meeting rooms for public use. The Meeting Room Policy is developed in accordance with the Library's stated purpose. 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 and 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 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 in writing at least one 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 Meeting Manager will review all requests for meeting room use and determine eligibility prior to granting approval. The Meeting Manager or Director will refer to the Board of Library Trustees any request that in his/her opinion presents substantial question. The Maywood Public Library Board of Trustees will be the final authority in granting or refusing permission to use the Library's meeting rooms.

The Maywood 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.

With the exception of 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. Only 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 Maywood Public Library or its affiliated organizations involving fees for short-term classes, institutes, workshops, etc.

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.

The person responsible for the group must sign a Hold Harmless Agreement. If Library equipment is to be used, a Hold Harmless Agreement for the equipment must also be signed.

REGISTRATION

Each group must register 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 make a room reservation no more than once per month. Groups meeting on a monthly basis must submit their request for meeting dates at least one month prior to the beginning of the calendar year.

RESERVATIONS

Reservations must be made by an adult member authorized by 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 the Library Meeting Manager or their designee. These requests will be considered in the order received.

Reservations for meeting room space are on a first-come, first-served basis. Library-sponsored programs will have preference.

Notify the Library meeting room manager if a meeting is to 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 30 minutes after the beginning of the business day. In keeping with the policy of all downstairs Library facilities and rooms, rooms must be cleaned and vacated 30 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 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 may also be subject to prosecution for 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 Maywood Public Library are subject to all Maywood Public Library rules and regulations. Use of the meeting rooms must not disrupt the use of the other parts of Library by other patrons.

Each group shall designate an adult (age 21+) who will be responsible for the behavior of participants.

Materials are not to be attached to walls, windows, doors, or furnishings except at the approval of the Meeting Manager.

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 for causing damage. Table and floor coverings must be used if 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 Maywood 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 meeting room manager, groups may temporarily bring extra tables, chairs, equipment, etc. needed for a particular meeting. All non-Maywood Public Library property brought onto the premises must be immediately removed from meeting rooms when the meeting is finished.

EQUIPMENT

It is the responsibility of the applicant to provide necessary equipment.

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.

A fee of \$50 an hour will be charged for a Library technical support member to set up, run and monitor Library-owned audiovisual and computer equipment should the group require its use. Only a Library employee or Trustee may enter the equipment closet in the Hackbarth Auditorium and handle the equipment.

ROOM CAPACITY

Each Meeting Room has different room capacities and features. The Library Meeting Manager 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 Maywood Fire Department.

Room Capacities:

Board Conference Room: Maximum Occupancy 12

Trinka Meeting Room: Maximum Occupancy 45

Hackbarth Auditorium: Maximum Occupancy 250 (chairs) or 125 (tables and chairs)

REFRESHMENTS

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

ADVERTISING/ PUBLICITY /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. The group must submit all flyers and press releases, which mention the Maywood Public Library for pre-approval by the 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 Maywood 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 Maywood 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 the Meeting Manager or other designated staff member for repair.

B. Every person, group, or organization using Library Meeting facilities under a permit shall indemnify, hold harmless and defend the Borough of Maywood, the Maywood 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 Maywood, the Maywood 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 may be available for use. The Library will not provide special room set-up or arrangements. All furniture arranged by the group prior to the meeting must be returned to the same arrangement the room was found in upon leaving the Meeting room at the end of the event.

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. At least one responsible adult must be in attendance when the rooms are used by minors with the minimum ratio being one adult per ten minors. Children of meeting room attendees may not be left unattended in the Library as per the Children in the Library Policy.

Adopted 6/17/05 Amended and approved by the Maywood Library Board of Trustees

