

WARREN COUNTY LIBRARY MEETING ROOM POLICY

The Library is a community resource providing access to information and a facility where ideas are exchanged. To encourage this, non-profit groups which are based in our **service area** or comprised of members from our **service area** are invited to use the library's meeting rooms.

There is no charge to use the meeting space provided that the meetings or programs are open to the public, are free of charge, and are not held with the intention of generating revenue. Meeting rooms are not available for social gatherings, for the benefit of private individuals, for commercial enterprises or any closed meetings.

Application for meeting space should be made 30 days in advance, and non-profits groups can reserve meeting space not more than 6 times in a calendar year. A Warren County library member over 18 years of age and in good standing must sign as the responsible party on the Group's meeting room use application.

Groups may be required to provide documentation of non-profit status prior to any confirmation of room booking.

The library reserves the right to alter the meeting room schedule according to the library's needs. The library allows groups to reserve the meeting room on a first come basis or in the case of conflict, according to the following order of priority.

Library: Programs and meetings which involve efforts of library staff, Warren County Library Commission, Friends of the Library or Library Associations and groups of which the library is a member.

Government: Warren County, Townships in Warren County and Town of Belvidere (**service area**), Federal and State of New Jersey meetings and free public programs.

Meetings or Programs of non-profit organizations.

Groups using the meeting room assume responsibility for damage to library property and for leaving it in the condition in which it was found, including the arrangement of furnishings and the cleanup of trash. Damage to the facility and charges for cleanup will be billed to the group or individual responsible for the room.

Groups must vacate the meeting room prior to library closing unless other arrangements are made at time of booking. Groups will be billed an hourly rate when using the meeting room outside of regular library hours. Should permission be granted for after-hours use, the signee for the group must meet with the Director and review the security procedures for such use, and sign a confirmation form.

Non-alcoholic beverages and snacks can be served in the meeting room, but neither smoking nor the consumption of alcoholic beverages is permitted. Groups wishing to serve a meal must indicate this on the meeting room application. The library will not accept any delivery of food requiring payment at the time of delivery.

The library subscribes to the equitable use of its facilities regardless of the beliefs or affiliations of the individuals or groups requesting use. In allowing a group to use a meeting room, the County, Library Commission and library staff do not imply any endorsement of the group's beliefs, policies or program. No group shall in any of its publicity suggest that the County, Library Commission or library staff sponsors or endorses the meeting, the group or any particular set of ideas.

Groups may identify the library and provide its address in their publicity for the meeting, but may not give out the library's telephone number or invite potential attendees to contact the library. The library is not considered a sponsor and the library's name may only be used to indicate the location of the program and not as a referral for information about the program.

Adequate adult supervision must be present at all times when groups which consist of minor age children use the room.

Groups will limit their use of library facilities to the areas of the library booked for their use.

Audiovisual and other equipment is available at the library, but arrangements for such equipment must be made when booking the room. Library staff cannot provide assistance with equipment not belonging to the library.

The library assumes no liability for theft or damage to the property brought onto library property or for injuries which occur as a result of actions of sponsors or participants in activities in meeting rooms.

Groups are responsible for ensuring all attendees comply with the "Library code of behavior" and other library policies, and will comply with the posted occupancy limits for meeting space.

Group members are responsible for making themselves aware of emergency exits and safety equipment such as fire extinguishers.

The library will be notified not less than 24 hours in advance of any cancellation of a meeting. In the case of inclement weather, or other emergency which forces the library to close, the library will use the contact information provided on the meeting room application to notify the Group that the room is not available. It is the Group's responsibility to notify their members of any changes to the meeting schedule.

Future access to meeting space may be limited or denied for non-compliance with meeting room policies.

All applications to use the room must be approved by the Library Director or their designee; an application for use does not assure approval. Applications are available at the library and on the library website.

RESOLUTION 2013-10, AMENDMENT 2017-9