

## Library Meeting Room Policy

Louis Bay 2nd Library and Community Center

345 Lafayette Ave, Hawthorne, NJ 07506

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[www.bccls.org/hawthorne](http://www.bccls.org/hawthorne)

### POLICIES

The Library desires to provide an opportunity to bring together the resources of the Library and the activities of the community by providing space for group meetings and events. To achieve this purpose, meeting room space is made available to groups for educational, cultural and civic purposes without discriminatory restrictions.

Priority will be given to programs sponsored by the Library, the Friends of the Library and the Hawthorne Community Library Foundation. Thereafter, preference will be given to Hawthorne non-profit organizations, then to Passaic County non-profit organizations. Professional or commercial organizations may use the meeting room for informational, and/or educational purposes, with Board approval and for a fee. However, in order to use the meeting room, it is essential that an organization, whether it is a non-profit or for profit group, has insurance coverage of its own.

To encourage the cultural life of the community of Hawthorne, meeting room space may occasionally be provided at no charge to organizations that enrich the community by providing exhibitions of music, dance, art and other cultural performances that enhance the lives of community members. This waiver of fees will occur at the discretion of the Library Board Trustees.

Meeting rooms may not be used for any of the following: purely social purposes; religious or anti-religious purposes; by private individuals to transact commercial business.

The fact that a group is permitted to meet at the Library's facilities does not in any way constitute an endorsement of the groups by the Library or an endorsement of their policies or beliefs.

Neither the name nor the address of the Library may be used as the official address or headquarters of any organization.

Lectures or seminars by professionals or commercial associations for informational/educational purposes will be permitted at the following rates:

## Available Facilities

Meeting Room for <u>4 hour</u> rental/use	Capacity	Fee
Community Room A+B (Entire Room)	250 people	\$200
Community Room A (Smaller section of Community Room)	80 people	\$100
Community Room B (Larger section of Community Room)	170 people	\$125
Community Room C	45 people	\$75

Additional Services	Fees - Check box for requested service(s).
Room Setup Fee	<input type="checkbox"/> \$25 minimum
Room Breakdown Fee	<input type="checkbox"/> \$25 minimum
Custodial Fee	<input type="checkbox"/> \$25/hr. - \$50 minimum

## GENERAL RULES

All meetings on Library premises, even those intended mainly for the existing members of a group, must be completely open both to the staff of the Library and to the general public.

Meeting room rental must occur during normal Library hours. Availability is as follows:

Monday-Thursday    9 am to 8:45 pm  
Friday                9 am to 5:15 pm  
Saturday             10 am to 4:45 pm

Should meeting room use extend beyond the Library's regular open hours, a custodial fee of \$25 per hour or a portion thereof will be charged regardless of the group's for profit or non-profit status.

Requests for the use of a meeting room on Sundays and holidays or other times when the Library is closed will be considered at the discretion of the Library Board of Trustees and the Director and may include an additional hourly fee.

No admission fees may be charged by any group using the meeting room except by the Friends of the Library or the Hawthorne Community Library Foundation (two organizations whose events benefit the Library). This does not apply to paid registrations for conferences, materials charged for seminars or dues normally collected by organizations that meet at the Library.

Smoking, serving alcoholic beverages and gambling are prohibited.

Doorways must be left free of obstacles.

Nails, screws or other devices, which may mark Library property, are not to be used. When using art supplies, e.g., markers, glitter, glue, etc., plastic sheeting or newspaper must be used to protect the tables. Damages will result in addition fees (see chart above).

Rooms must be clean of all litter when meetings close.

A member of the Library staff must train members of the public who wish to use projection equipment belonging to the Library. Any individual or group using Library equipment is responsible for any damage to that equipment.

Any display material must be installed and removed by the members of the organizations.

Light refreshments may be served in the meeting rooms but must not be carried into other parts of the building. Kitchenette is available for food preparation. The kitchenette must be left clean after use.

No printed or promotional materials may be distributed or displayed on Library property for publicity purposes without prior approval of the Library Director.

The Library may not be identified as a sponsor. No product may be offered for sale unless the sales are part of a program sponsored by the Hawthorne Community Library Foundation or the Friends of the Library since profits from these programs benefit the Library.

The applicant must assume responsibility for the conduct of the users and for any damage to the building and/or its equipment.

Failure to abide by the rules may result in cancellation or refusal of future reservations

## **PROCEDURES FOR APPLICATION**

- (1.) Application for the use of the meeting rooms must be made in writing on a form supplied at the Library a minimum of 30 days before the event. The initial application to use the meeting room must be made to the Louis Bay 2<sup>nd</sup> Library Board of Trustees. Any organization that has previously been approved by the Board may subsequently be approved by the Library Director.

- (2.) In consideration of the use of a meeting room, each organization agrees:
- (a) It will pay for all damage to any property of the Louis Bay 2nd Library resulting directly or indirectly from the conduct of any member, officer, employee or agent of the organization, or any of its invitees.
  - (b) It will save harmless and indemnify the Louis Bay 2nd Library from and against any and all liability which may be imposed upon it for any injury to persons or property caused by the organization or any other person in connection with the meeting.
  - (c) Proof of insurance, in the form of a certificate naming the Library Board of Trustees as an additional insured party, must be provided before approval is granted.
  - (d) It is understood that the Louis Bay 2nd Library assumes no responsibility whatever for any property placed in the library in connection with a meeting; and that the Louis Bay 2nd Library is hereby expressly released and discharged from any and all liability for any loss, injury or damage to persons or property which may be sustained by reason of a meeting.
- (3.) A new Application for Meeting Room & Library Meeting Room Policies use must be filed each year.
- (4.) If a group wishes to cancel its reservation, it shall immediately notify the Library Program Coordinator not less than twenty-four (24) hours in advance. Failure to comply may result in a penalty fee of \$25.
- (5.) The Louis Bay 2<sup>nd</sup> Library Board of Trustees assigns to the Library Director the right to revoke permission to use a meeting room when he/she deems it necessary. Upon adequate notice a minimum of forty-eight (48) hours should be given, but may not be if the library is forced to close due to an emergency.
- (6.) The Board reserves the right to waive any charges under certain conditions.