

MEETING ROOM POLICY

ROCKAWAY TOWNSHIP FREE PUBLIC LIBRARY

The primary purpose of the Rockaway Township Free Public Library's meeting rooms is to allow the library to hold meetings, programs and other events which provide access to information and help the library fulfill its mission. The library has two meeting rooms which can be made available to the public; our large meeting room for groups up to 85 standing, or 60 sitting, and our small conference room for groups up to 12. When the meeting rooms are not being used for a library activity, the spaces will be available to the public for governmental, non-profit, civic, cultural or educational programs or meetings. Access will be provided on equal terms, regardless of the beliefs or affiliations of individuals or groups requesting use. The library does not advocate or endorse the viewpoints of any group or individual.

The Library Director is responsible for implementing this policy. The Director may delegate authority to approve the use of the library meeting room request in accordance with the policy.

Use of the Library meeting room by any group signifies acceptance of the terms of the Meeting Room Policy and the Patron Code of Conduct.

Meeting Room Use

1. Library needs will preempt any other scheduled event. The Library's meeting room is primarily intended for the Library's use and for programs sponsored or co-sponsored by the Library.
2. All programs, meetings, etc held in the meeting room must be open and free of charge to the public. Groups using the meeting room may not deny access on the basis of race, religion, sex or physical or mental disability. Organizations do not have to permit nonmembers to speak, interrupt or disrupt their programs and presentations. They must permit the public to attend, observe and learn.
3. The meeting room is generally available for use during library open hours. All meetings need to be finished 15 minutes before closing unless arrangements have been made in advance.
4. The meeting room will not be available for use in the event that the building is closed due to emergency conditions or inclement weather. In the event of such a situation, every attempt will be made to notify any group with a reservation.
5. Attendance at authorized meetings may not exceed the room capacity.
6. Groups using the library meeting room must have adult supervision at all times. An adult is a person 18 years of age or older.
7. Activities taking place in the library meeting room must not interfere with normal library operations nor shall it create a public safety hazard. Meetings are to be contained in the meeting room and not flow into other areas of the library. The Patron Code of Conduct must be observed at all times.

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8. The name, address or telephone number of the Rockaway Township Free Public Library may not be used as the address or headquarters for any group using the library for meeting purposes.
9. The meeting room is not available to private individuals and may not be used for social gatherings such as showers, birthday parties, dances, etc.
10. The meeting room may not be used for religious services or political campaigns, but religious study groups and political forums are permitted.
11. Commercial solicitation is prohibited. The meeting room may not be used for the sale of commercially available goods or services. Special exceptions may be made with the prior approval of the Library Board, Library Director, or the Director's designee.
12. Permission to use the Library meeting room may be withheld from groups failing to comply with the Meeting Room Policy and from any group that damages the room, carpet, or furniture or causes a disturbance.
13. Intent to use any equipment must be indicated on the application form and the person signing the application form assumes personal responsibility for any damage. A staff member must train anyone using library equipment before the meeting.
14. The Library will not provide any group with keys to the building or to any room in the library.
15. The library cannot provide storage space for any group's equipment. The Library assumes no responsibility for materials belonging to the organization/individual or liability for loss or damages. Personal insurance is suggested for valuable property brought into the library.

Promotion and Publicity

Use of the Library's meeting room does not constitute Library endorsement of viewpoints expressed by participants in the program. Advertisements or announcements implying such endorsements are not permitted. The following statement is to be placed on all publicity for non-library sponsored meetings that is distributed for programs booked in the meeting room: **This program is neither sponsored nor endorsed by the Rockaway Township Free Public Library. The Library is not responsible for the information presented in this program.**

Food and Beverage

Alcoholic beverages may not be served in the meeting room.

Light refreshments such as coffee, tea, bottled water, prepackaged food and cookies may be served. Supplies for refreshments must be provided by the organization using the room. With permission the kitchen facilities may be used to obtain water.

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Care of Facilities

All set-up and clean-up of the meeting room is the responsibility of the group using the meeting room.

The room must be returned to its original condition. The person in charge of the meeting must complete the attendance form for the collection of statistics.

Open flames or candles in the meeting room are prohibited. Smoking is not permitted in the library building.

The individual making the reservation, as well as the membership of the group, will be held responsible for any and all damages that may occur as a result of the use of the facilities.

Meeting Room Applications

Applications are available at the library, and may be picked up in person or downloaded from the Library's website. The completed application form may be mailed, emailed or faxed to the Library or turned in at either service desk.

Each application will be reviewed for eligibility and approved. The contact person will receive confirmation by phone, mail, email or fax copy. Please do not plan on using the meeting space until written confirmation has been received.

In order to make the meeting room accessible to as many groups as possible, organizations are typically limited to one open public meeting a month; exceptions can be made at the discussion of the Director or their designee. Recurring reservations will be accepted for a period of one year at the beginning of each calendar year.

The Library reserves the right to refuse the use of the meeting room or cancel any reservation when it deems the action to be in the best interest of the Library and/or the Township.

Approved by the Rockaway Township Public Library
Board of Trustees on Monday, May 15th 2017.