MONROE TOWNSHIP FREE PUBLIC LIBRARY

MEETING ROOM POLICY

As a public institution, the Monroe Township Free Public Library is dedicated to free expression and access to information and ideas on all points of view concerning the problems and issues of interest to the residents of Monroe Township. To this end, the Library maintains meeting rooms for the Library and community use.

The use of a meeting room shall be consistent with the provisions of this policy and the regulations hereunder, and may be denied (a) where the use is inconsistent with such policy, (b) where there is a likelihood of physical hazard to persons present or (c) when there has been misuse of the premises or equipment or violation of this policy by the organization in the past. Permission to use the meeting room is revocable and does not constitute a lease. Certain necessary fees are set forth in section E.

A. Regulations

1. The meeting rooms are available for meetings and programs open to the public that are sponsored by nonprofit organizations and all governmental and public boards and agencies of Monroe Township. Preference is given to Monroe Township organizations, but regional and statewide groups are accommodated when there are no schedule conflicts.

2. Exceptions to the above are courses of instruction held by public institutions of learning, or non-profit organizations offering lifelong learning experiences. In these cases, and with Library Board of Trustees approval, a nominal course fee may be assessed by the offering institution.

3. Noise or physical activities disturbing to other people in the Library is not permitted.

4. Attendance is limited to no more than 100 people, nor fewer than 15 people.

5. Private tutoring or events sponsored by private schools to demonstrate or exhibit the abilities of their students may not be held.

6. Conduct of unlawful activity is prohibited.

7. Admission may not be charged for any event.

8. Meetings of a candidate campaigning for office within 90 days of the election date are not allowed.

9. Private receptions or parties are not permitted.

B. Procedure for Applying

1. The completed Monroe Township Free Public Library Application for Use of Meeting Room form must be submitted at least two (2) weeks in advance of the requested meeting date.

2. Application forms for use of a meeting room shall be signed by a responsible representative of the organization, who must be in attendance to conduct and/or monitor the meeting.
3. Applications for meetings of minors shall be sponsored and signed by an adult who will assume responsibility. At least one adult shall be in attendance at such meetings.

4. The Library Director approves the applications.

5. The Library Board of Trustees reserves the right to review all applications, and shall review applications not approved by the Director, if requested by the applicant.

C. Conditions of Use

1. Acceptance of a meeting room usage application does not, in any way, constitute the Library’s endorsement of the goals, policies, activities or public statements of any organization or group.

2. The Library is not responsible for loss or damage of equipment, supplies, materials or any personal property owned by those sponsoring or attending meetings at the Library.

3. The Monroe Township Public Library Board of Trustees, the Township of Monroe, its officers, agents, and employees are not to be held liable for any and all claims of injuries, including death, damages or loss, which may arise in connection with a meeting held on Library property.

4. No materials shall be affixed to the walls or ceiling by any means whatsoever.

5. Specified Library equipment, if available, may be used, provided that the applicant has a person skilled in the use of the equipment requested. The Library has available for use a projection screen and wireless microphones. Laptop and/or desktop computers are not provided. Use of the Library’s projector may be allowed with permission of the Library Director. The applicant will be held responsible for the loss of or damage to any of this equipment during the meeting room reservation period. Damage to equipment must be paid at current repair or replacement costs.

6. Refreshments may be served at meetings at the discretion of the Library Director. Serving utensils and paper products shall be provided by the applicant. Refreshments may not be carried away from the meeting room into the Library.

7. Applicants shall assume full responsibility for damage to the Library’s property or the property of others or for personal injury resulting from the applicant’s acts or omissions. An Insurance and Liability clause is attached to and incorporated by reference in and made a part of the meeting room application form.

8. Smoking/Vaping is not permitted in any area of the Library, including the meeting rooms, as the Library is a smoke-free building.

9. Alcoholic beverages are prohibited.

10. Persons using meeting rooms are not to use Library staff entrances under any circumstances.

11. Persons attending a meeting are restricted to the general area of the meeting room, lobby and rest rooms, before Library opening hours.

12. Library staff shall not be used to deliver telephone calls or messages to persons using the meeting rooms.
13. Organizations using the meeting rooms shall not use the Library address to receive materials.

14. Applicants shall comply with the Americans with Disabilities Act when using the meeting rooms.

15. Applicants shall comply with the copyright laws in their use of film, video, music and other media, and shall be responsible for observing the rating systems of the motion picture and television industries when showing films or videos in the meeting rooms.

16. Applicants shall maintain comprehensive general liability insurance in the amount of $1,000,000 for personal injury and damage to property. A certificate evidencing the insurance shall be submitted with the application.

17. If the applicant owns any motor vehicles, the applicant shall maintain comprehensive automobile liability insurance, each in amounts of $1,000,000 for personal injury and damage to property. If an employer, the applicant shall also maintain workers’ compensation insurance, in accordance with law, and employer’s liability insurance, each in limits set by law.

**D. Schedules**

1. Daytime meetings shall begin at 10:00 AM. The lobby will be open at 9:00 AM. Set-up for meetings may begin no earlier than 9:30 AM. Evening meetings held on Monday through Thursday shall conclude by 8:30 PM. Participants must leave the Library by 9:00 PM. Meetings held on Friday shall conclude by 4:30 PM. Participants must leave the Library by 5:00 PM. Meetings may be scheduled for Saturday or Sunday between the hours of 10:30 AM and 4:00 PM.
   a. A group may schedule the Library Meeting Room for meetings that start before the Library opens at 9:30 AM by permission of the Library Director.
   b. A group may schedule the Library Meeting Room for meetings that conclude after the Library closing time by permission of the Library Director. This permission is limited to specific evenings. A fee of $30 will be charged. In the event permission is granted, the meetings must conclude by 9:30 PM and the group must vacate the premises no later than 9:45 PM.

2. The Library will accept applications for a series of meetings scheduled on a semi-annual basis, with the frequency of such meetings being no greater than once a month, provided that such scheduling can be accommodated. The maximum length of time for each use is 3 hours. Academic courses meeting all regulation criteria, may be scheduled more frequently.

3. Reservations shall be made for specific hours, and the applicant shall leave promptly at the conclusion of the specified time.

4. The applicant is responsible for informing the Library Administration Office at least 24 hours in advance if a meeting is canceled. The Library reserves the right to deny meeting rooms to applicants who fail to notify the Library of cancellations or who frequently cancel meetings.

5. The Library reserves the right to cancel a meeting with two weeks advance notice for the purpose of a Library program, or with less time in extenuating circumstances.
E. Fees

1. $25.00 per room, per session (a session shall not be longer than three hours) shall be charged for education programs as specified in section A.2 above where a fee is charged by the academic institution.

2. A non-refundable fee of $30 will be charged for meetings that need to continue until 9:30 PM. Only specific evenings are available, and permission must be granted beforehand by the Library Director.

F. Waiver of Regulations

Exceptions from specific regulations of this policy may be authorized in writing for the Friends of the Monroe Township Public Library and all governmental and public boards and agencies of Monroe Township. The Library Director reserves the right to waive regulations at his/her discretion.