

New Brunswick Free Public Library

Use of Community Rooms and the Henry Guest House

Revised May 26, 2010

1. General.

- 1.1. The Library is a community resource providing access to information and a facility where ideas are exchanged. To encourage this, meeting rooms are maintained in the Library and the Henry Guest House.
- 1.2. The Library Director grants, within this policy and on proper application, permission to use the rooms. Permission does not imply endorsement of the organization or approval of the program contents by the City of New Brunswick, the Library, or the Library Board of Trustees.
- 1.3. Library sponsored programs are not covered by this policy nor are the activities of the Friends of the Library, Literacy Programs of New Jersey, Literacy Volunteers, other library organizations, the City of New Brunswick, the New Brunswick Board of Education, the State of New Jersey, or the Federal government.

2. Conditions.

- 2.1. The meeting rooms can only be used by governmental, educational, community, and non-profit organizations that serve the New Brunswick community. The use of the room is not intended for individuals.
- 2.2. No organization may monopolize the use of the room. No organization may schedule the use of the meeting room for more than 36 hours per year including meetings canceled or rescheduled by the organization. This restriction does not apply to use of the meeting room scheduled less than 10 days in advance.
- 2.3. All meetings of non-profit and community organizations must conform with all local, state and federal laws and regulations and must be open to the public. Meetings may be restricted to those who meet appropriate and legally acceptable criteria such as age, gender, or medical history but may not exclude non-members of an organization. Organizations do not have to permit non-members to speak, interrupt, or disrupt their programs and presentations. They do have to permit the public to attend, observe, and learn.
- 2.4. Meetings must be without charge unless the Library Board of Trustees authorizes an admission fee in advance. The seeking of donations is prohibited. Nothing may be sold on the premises nor may orders for items be taken.
- 2.5. No meetings may be held for religious worship or instruction.
- 2.6. The Library assumes no responsibility for security during meeting. The user is responsible for hiring security personnel or summoning the police if required.
- 2.7. Alcoholic beverages and smoking are prohibited in the meeting room.
- 2.8. No meeting may have more than 100 people in attendance. All applicable fire and building codes must be complied with.
- 2.9. The placement of chairs and tables is not the responsibility of library staff. Each organization is responsible for setting up any tables and chairs in the arrangement that they desire. Each organization should return tables and chairs to their original location. Each organization must clean up the meeting room and return it to the condition in which it was found. All garbage is to be bagged in plastic bags and all recycling materials are to be source separated.
- 2.10. Meetings will always have present at least one adult who is responsible for the participant's conduct. An adult is a person 18 years of age or older.
- 2.11. No activities are allowed which create noise or which disturb the normal affairs of the Library.
- 2.12. The use of open flames or candles in the meeting rooms is prohibited.
- 2.13. No object, poster, or writing, etc. will be placed on walls. Requests to use library equipment must be made 48 hours in advance and the Library supplies equipment as a courtesy and assumes no responsibility for its availability or proper functioning.

- 2.14. Meetings, including setup and cleanup time, are held when the Library is open to the public. Meetings may not be scheduled to start until 15 minutes after the Library opens and must conclude at least 15 minutes before the Library closes.
 - 2.15. Organizations utilizing the meeting rooms are considered a public accommodation under the Americans with Disabilities Act (ADA) and are therefore responsible for providing auxiliary aids and services in compliance with the ADA.
 - 2.16. All organizations are required to notify the ranking librarian or their designee when the meeting is finished and the meeting room is being vacated.
 - 2.17. The Library will not care for or store any organization's materials and will not take responsibility for materials left by an organization. The Library will not be responsible for any damages or costs resulting from the cancellation of meetings due to the Library closing for weather or other emergencies.
 - 2.18. If any organization fails to abide by these regulations, such violation can act as grounds to deny future use of the meeting room for a time not to exceed one year from the date of the infraction.
 - 2.19. The organization agrees to indemnify the Library and the City of New Brunswick and hold the same harmless against any and all claims, demands, damages, costs and expenses, including reasonable attorneys' fees for the defense of such claims, arising out of the organization's use of the meeting room. The Library reserves the right to request a refundable deposit of up to \$100 that may be required to cover any damage or loss. The Library shall be the sole judge of the cost of such damage or loss.
3. Scheduling. When scheduling conflicts exist, priority will be given to Library events and then Friends of Library events. If a conflict still exists, preference will be on a first come first serve basis.
 4. Application Procedure.
 - 4.1. Application on the required form must be made by a cardholder of the New Brunswick Free Public Library to the Library Director who will act upon completed applications within 5 days of receipt. Failure to provide 5 day's notice is grounds for the application to be summarily rejected.
 - 4.2. If the organization is not connected to New Brunswick except that it serves this community, exemption from the requirement of a New Brunswick Free Public Library card-holder making application for use of the room may be requested.

Application for Use of the Carl T. Valenti Meeting Room or the Henry Guest House.

Organization	
Date of Application	
Has the organization previously used the Library facilities	Yes No
Activities Planned	
Name, Address and Card Number of Applicant	
Name & Address of Contact Person	
Contact Phone, Fax, E-Mail. Star preferred.	Voice: (____) _____ FAX: (____) _____ Email: (____) _____

The undersigned agrees they are authorized by their organization to commit their organization to complying with the policies and rules governing the use of the Meeting Room and the Henry Guest House. The library will supply contact information for the person and organization upon request from a member of the public.

Signature

Print Name

Specific Date Desired (<i>One date per form</i>)		Expected Attendance	
Arrival Time*		Departure Time	
Location Preferences	Library Meeting Room Henry Guest House Date and Time Important, will take either location		
Handicapped Accessibility Required†	Yes	No	
Kitchen Facilities (Sink only)‡ Needed	Not Needed		
Will Food be served? Yes	No	Podium Needed	

Approved/ Disapproved ___/___/201___ Initials ___ Posted ___/___/201___ Initials ___
Notified by FAX Mail In person Telephone E-Mail ___/___/201___ Initials ___

Return form to Nancy Ruiz via mail (New Brunswick Free Public Library, 60 Livingston Ave, New Brunswick NJ 08901-3026), email (nruiz@lmxac.org), or Fax 732.846.0226.

**The organization using the facilities is responsible for set up and clean up.
Meetings must be without charge and the seeking of donations is prohibited.
Nothing may be sold nor may orders be taken.**

* Meetings including setup and cleanup must be during times the Library is open. If the library closes at 5:00 p.m., the meeting and cleanup must be done by 4:45 p.m., if the library closes at 9:00 p.m., by 8:45 p.m.

† **Only the Carl T. Valenti Community Room is handicapped accessible. The Henry Guest House is NOT handicapped accessible and does not have air-conditioning. Parking except for handicapped spaces is metered.**

‡ Only Carl T. Valenti Community Room (Sink Side) has access.