



GLEN RIDGE PUBLIC LIBRARY

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GLEN RIDGE PUBLIC LIBRARY MEETING ROOM RULES

The use of the Meeting Room of the Library for scheduled Library purposes shall have priority over all other uses or applications for its use by others.

Scheduling of Meeting Room usage is subject to the following priority order:

- Library and Friends of the Library;
- Non-profit Glen Ridge organizations.

The Meeting Room is available for public gatherings of organizations engaged in educational, cultural, intellectual, or charitable activities. It may not be used for the commercial benefit of private individuals or organizations where fees are charged or goods or services are sold.

An application for the use of the Meeting Room signed by a duly elected or appointed officer of the organization shall be submitted to the Director of the Library at least four (4) weeks prior to the date for which use of the Meeting Room is requested. An application (Appendix E) shall be considered granted when signed by the Director or other authorized representative of the Board of Trustees. The signed copy shall constitute the permit. In case of any emergency, such as a severe snow storm, it is the responsibility of the permittee to determine whether or not the event should be canceled and, if this is so, the Library should be notified before 4:00 p.m. The Library will notify the applicant if an emergency closes the Library premises.

The Meeting Room can only be used during the assigned time. One half-hour will be allowed before and after the meeting for setup and clean up. The Room must be left in the same condition as found at the beginning of the meeting. Chairs and tables must be returned to their original arrangement. Program activities may not interfere with the work of the Library.

A group must give adequate notice when canceling a meeting (72 hours if weather is not a reason). Failure to do so may jeopardize future bookings. Fees for canceled meetings are not refundable.

Children's and youth groups may use the Meeting Room, provided they are supervised by one or more of the organization's adult leaders, who assume responsibility.

Taping or in any way attaching signs, posters or other materials to the walls is expressly prohibited.

Groups may not store any items at the Library.

The organization using the room agrees that it will pay for all damages to any property of the Library resulting directly or indirectly from the conduct of anyone present at the meeting. The signer of the application will be responsible.

No meetings, function, or activity shall continue past Library closing including clean-up time.

Alcoholic beverages may be permitted only with prior approval of the Library Board of Trustees following all applicable laws*.

Smoking and any illegal activities are expressly prohibited*.

Maximum capacity for the Meeting Room is 25*.

Groups using the room may neither charge an admission nor solicit money for any purpose. All meetings, functions or activities shall be open to the public. Any person seeking admission shall be admitted provided that the room capacity is not exceeded.

Materials such as brochures, which are distributed at the meeting, must include the name of the organization sponsoring the meeting. The Library neither endorses nor sponsors gatherings other than those which are official Library programs. Neither the name nor the address of the Library may be used as the official address or headquarters of an organization.

Any materials, equipment or rubbish left after the use of the Meeting Room or any part of the Library shall be removed. If not removed within 12 hours, the cost of removal will be required from the applicant.

All Library property is made available conditional upon the good behavior of users of the Library facilities. If any Library rules or these regulations are violated, or if any property of the Library is damaged by the permittee or its guests, whether by carelessness or negligence, the Board of Trustees may, in its discretion, deny or reject future applications by the permittee.

Library sponsored programs and Friends of the Library programs are exempt from these regulations except for those marked with an asterisk.

A Library Board-appointed employee must be in attendance at all times when the building is open. Keys to the building must be retained by this employee after regular hours.

This policy becomes effective January 1, 1994
Adopted by the Board of Trustees, December 7, 1993
Revised April 11, 2012

GLEN RIDGE PUBLIC LIBRARY MEETING ROOM APPLICATION

Name of Organization _____

Purpose of Meeting _____

Date(s) of Meeting	Time(s)
_____	_____
_____	_____
_____	_____
_____	_____

Estimated Length of Meeting _____ Estimated Attendance _____ (room max. 25)

Requested Room Arrangement _____

Request to use the following Library equipment: LCD Projector _____ Screen _____

Television _____ DVD/VCR _____ Kitchen _____ Easel(s) _____

Person(s) in charge of meeting _____

Address _____

Telephone Number _____ Email _____

The undersigned hereby agrees on behalf of the above named organization to be responsible for any damage sustained to Library property while being used by the organization, and agrees to conform to all rules and regulations as set forth on the Glen Ridge Public Library Meeting Room Policy.

Signature of person applying _____ Date _____

Address _____ Phone _____

For Library Use:

Approved _____ Not Approved _____

Library Director Date _____