

Meeting Room Use

Policy for the Use of the Meeting Room Facilities by Non-Library Organizations and Individuals

The library has a community room available for public gatherings or organizations engaged in educational, cultural, intellectual, or charitable activities. It may not be used for commercial benefit of private individuals or organizations where fees are charged or goods or services are sold.

The use of the meeting room for scheduled library purposes shall have priority over all other uses or applications for its use by others and is subject to the following priority order:

Library and Friends of the Library

Non-profit Midland Park organizations

It shall be the policy of the Library Board to grant permission to organizations or individuals for use when facilities are available.

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. The use of the library property is a privilege granted by the Board of Trustees and can be revoked by the Board or its designated representatives. All users must comply with the following:

SCHEDULING AND APPLICATIONS FEE

Applications are available on the website or in the building. Residents and organizations of the Borough of Midland Park shall have priority in the use of the room. Groups using the library on a regular basis must reapply annually. Use is limited to twice monthly. The Midland Park Fire Department has set a limitation that groups using the Community Room must not exceed 90 people with chairs and tables or 150 people with only chairs.

The Board of Trustees will have the privilege of canceling, within 48 hours, the use of the room, should it be deemed necessary for use of library programs. Each group can book the room for up to two hours a day to allow for others to schedule the room.

LIABILITY AND INSURANCE

All organizations using the facility must present proof of liability insurance of at least \$1,000,000. All users must comply with the terms of this policy.

ADMISSION FEES

Groups using the room may neither charge an admission nor solicit money for any purpose. All programs are free but a suggested program donation is always welcome. The library reserves the right to ask for a fee for supplies for a program or allow the patron to bring the supplies in lieu of the fee.

SET-UP AND CLEAN-UP

Set-up of the room is the responsibility of the organization. Tables and chairs are available in the meeting room for your use. It is suggested that someone arrive 15 minutes early to set up the room to best suit your needs. The meeting room can be set up by your organization earlier in the day **ONLY** if nothing else is scheduled during that time slot. Groups needing additional set up time should schedule that when the room request is made.

No alcoholic beverages may be served on the premises. Smoking is not permitted in the library. No musical programs or events producing any noise, which will interfere with library patrons, are permitted. Loudspeaker systems are discouraged. Overloading electrical outlets is not permitted.

The meeting room must be left as it was originally found. No items from the meeting may be left behind. Furniture arrangements must be restored as found. The floors should be vacuumed if necessary. (Please ask the staff for the location of the vacuum). All lights, faucets and facilities shall be checked before leaving the building. All full garbage bags must be removed and placed in the parking lot container. **A \$50 fee will be charged** if the staff must clean up the room. Anyone using the library for any occasion shall be responsible for damages incurred during their use, and failure to pay for such damage will result in the organization being barred from the use of the meeting rooms. **Any accidents or injuries shall be reported to the library staff.**

HOURS

Meeting rooms are available for scheduling during normal library hours. whenever the library is open. Rooms must be cleaned, locked and keys returned 15 minutes prior to closing time. Organizations must leave if an emergency is declared. The meeting may be rescheduled at no additional charge.

Meeting Room Rules and Regulations

- (1) Keys to the Community Room may be picked up at the Main Circulation Desk upon arrival and must be returned immediately following the meeting, no later than 15 minutes prior to closing.
- (2) All tables must be covered with plastic tablecloths or brown paper if you are using paint, glue, solvents, markers, crayons or any other art supplies. **If you do not have your own tablecloths, the library has some for purchase at the circulation desk for \$2.00.**
- (3) No food or beverage should be served that contains ingredients that will stain the carpet, for example, red icing on cupcakes or red fruit juice.
- (4) Do not leave crafts and artwork behind to dry. The library is not responsible for anything you leave in the building.
- (5) All groups must leave the building 15 minutes prior to library closing time (This includes clean up time). Please remove all garbage and place it in the dumpster in the library parking lot. Please do not put liquids in the Community Room garbage cans as they leak, Cans can be emptied in the sink and put in the recycling bin in the room.
- (6) All groups must fill out the Meeting Room Checklist and return the completed form to the Circulation Desk. A staff member must review the checklist upon receipt.
- (7) Please be certain that the room is clean and left in the same condition that you found it. If not a \$50 service fee will be charged.
- (8) In the event that the floor is stained, the non-library organization responsible for the condition will be financially responsible for cleaning the rug. In the event that the non-library organization refuses to pay the service fee or to be responsible for the cost of cleaning the rug, that organization will not be allowed the opportunity of using the meeting room facilities in the future.
- (9) Suggested donation for this room is \$20.

Application for Use of Library Meeting Room

(Instructions)

- A. Print or Type
- B. Return application to the library
- C. Make check payable to Midland Park Memorial Library and return with this application
- D. Submit Application and Liability Insurance on a yearly basis

Name of Organization or Group: _____

Contact Person: _____

Street: _____ Town: _____ Zip: _____

Telephone Number: _____ E-mail: _____

Alternate Contact Person: _____

Telephone Number: _____ E-mail: _____

Date(s) Requested: (if more than 5, please attach separate sheet) _____

_____ Year: _____ Meeting Time:

Start: _____ Finish:

Occasion:

Number of People Attending:

Will you need chairs YES _____ NO _____

Will you need tables YES _____ NO _____

If so, state the date of when you will set up chairs: _____

Will food be served? YES _____ NO _____

All items used, including rooms, must be left clean and in order. Please remove all garbage and place it in the dumpster in the library parking lot. Please do not put liquids in the Community Room garbage cans as they leak, Cans can be emptied in the sink and put in the recycling bin in the room.

No special equipment, decorations, or special effects may be employed without permission.

I have read and agree to the Midland Park Memorial Library Meeting Room Rules and Regulations and Policies.

Sign Here:

Approved by Library Director or Head of Circulation:

Date:

Liability Insurance Confirmation Form

Groups using the library are expected to provide their own liability insurance of \$1 million dollars. The Midland Park Memorial Library, the Municipality of Midland Park, the Library Board of Trustees, the Library Director, and the Library Employees assume no liability for loss or injury to individuals or groups using the library meeting room(s), equipment, facilities, or parking lot. The signer of this application agrees to assume full responsibility for any and all damage to library property due to abuse or misuse by the signers or their group during the stipulated meeting time.

This is to certify that I have read the Midland Park Memorial Library Meeting Room Policies and Rules and Regulations and will inform the group or organization herewith applying for use of the meeting room(s). I agree to abide by the terms and conditions of the application and of library policy. I understand that the library assumes no liability for any individuals or groups using the meeting room(s) or library facilities.

Signature of Applicant

Title:

Date:

Meeting Room Checklist

We rely on each group using the meeting room to leave the room in good condition. Our custodian is only available in the mornings, so it is your responsibility to leave the room ready for the next group.

Please make sure each of the following items have been checked and initialized **before returning this form to the front desk before you leave.**

Thank you for your cooperation.

Checklist Item	Complete
All tabletops have been wiped down and all the chairs and tables have been returned to their original location in the kitchen.	
All trash deposited in the dumpster in the library parking lot. <i>(Extra trash bags are available in the kitchen.)</i>	
The floor has been swept and all debris has been put in the garage. There is a push broom, dust pan, and swiffer wet jet located in the kitchen.	
The bathrooms have been checked. Toilets have been flushed.	
Kitchen facilities are clean and in order. There are paper towels and cleaning spray.	
All lights are turned off <i>(including restrooms).</i>	

By signing this form you acknowledge that you have read the statement below and that your organization agrees to abide by these rules.

Failure to comply with these rules will result in a \$50 fee. Repeated offenses may result in the loss of meeting room access for your group. These rules are part of the Meeting Room Policy for the library and have been approved by the Library Board.

Signature of responsible party:

Printed name of responsible party: Group name:

Date: _____

Time: _____

Librarian Signoff:

Librarian Notes:

