

## **MEETING ROOM POLICY AND REGULATIONS**

### **Statement of Policy**

The North Brunswick Public Library maintains a meeting room for the purpose of presenting library programs or co-sponsoring programs with other community groups. At the times it is not needed for the library's own programs, the meeting room is available for meetings and programs sponsored by other groups. If there is a conflict of schedules, library programs take priority.

The meeting room is available free of charge to encourage the use of the room by non-profit and not for profit civic, school, cultural and educational groups of North Brunswick and the surrounding area. Groups should not plan to meet here on a regular basis and feel the room is a regular space for their use.

The meeting room is made available to the public on an equal basis, regardless of the beliefs or affiliations of the individuals or groups requesting the use of the room.

Use of the meeting room is subject to the approval by the Director of the library and may be denied where use is inconsistent with the above policies, or where there is a likelihood of physical hazard to our patrons or program audiences, or there is misuse of the library premises or equipment. Past misuse of library property is grounds for denial of application for future use.

The Library Board of Trustees reserves the right to review all applications.

## **CONDITIONS FOR THE USE OF THE ROOM**

- The meeting room is available only during the library's operating hours.
- All programs must be open to the public without charge. No donations may be solicited.
- Reservations for the meeting room are made on a first come, first served basis.
- Meeting room use is limited to two reservations per month for each person/organization. This is subject to change due to availability.
- The meeting room cannot be scheduled more than six months in advance.
- No alcoholic beverages or smoking is permitted in the room.
- If there are children present, there must be one adult to supervise every ten children present.
- It will be the responsibility of the group to see that the room is left in as clean and orderly a condition as it was found. Trash must be placed in the containers provided.

Publicity for your program is your responsibility. All fliers must contain your contact information. Upon request, your flier can be distributed in either of the two public notice areas of the library. Also upon request, the library will place a notice of your meeting with your contact information on its online calendar.

The library can provide materials for your presentation, including chairs, tables, a white board and markers. The library cannot set up tables and chairs for your meeting and it is requested that tables and chairs be stacked up at the end of your meeting.

Please close the door when you are finished using our room and inform the librarian on duty that you are leaving.

### **RESERVATION PROCEDURES**

An application requesting the use of the room must be submitted either by email, mail, fax, or in person.

Reservations can be made by phone or in person but must be followed by a printed application.

The Director's office will notify the applicant as to the room's availability as soon as possible.

The Director will approve the continuing use of the room by an organization and only one application per year is necessary.

In the event of a cancellation, the library shall be notified as soon as possible. In the event that the library closes early, the library will notify the organization as soon as possible. Early closings will also be announced on the library's website, answering machine, and local radio stations.