

## MEETING ROOM POLICY

Meeting rooms are available without charge, for use by adult residents of Linden, as well as local non-profit organizations. The use of the Library's meeting room will be subject to space and time availability so not to conflict with the Library's hours of service or special programs. Outside organizations may use the meeting room for public or private sessions. However, any session open to the public must be free of any admission charge or donation. Only fundraising events sponsored by the Friends of the Library are permitted.

Each organization/individuals shall assume financial responsibility for any theft or damage resulting from its use of the facilities. Each organization/individuals using the meeting rooms shall be responsible for adhering to established procedures regarding setting up the room and closing up after use.

As an institution of education for democratic living, the library shall not restrict the use of its facilities based on the beliefs of the members of the organizations using the meeting room. Furthermore, the library shall not attempt to censor or amend the content of the meeting. Those who object or disagree with the content of the meeting shall be entitled to submit their proposals for use of the meeting room which will be judged according to library policy.

An application must be received at least one (1) week before the scheduled meeting, or the request will not be approved. Please call as soon as you know if your meeting is cancelled. No-shows will not be permitted to reschedule use of the meeting room.

## **RULES FOR USE OF THE ROOM**

- 1) No smoking is permitted within the building. No illegal activity is permitted.
- 2) No alcoholic beverages may be served.
- 3) No refreshments are allowed in the computer lab.
- 4) Light refreshments may be served with prior approval. Applicants must provide their own supplies and removed when done. Leftover food must be removed completely when vacating the room.
- 5) The library is not obligated to lend library equipment. Organizations must provide their own supplies, office supplies will not be provided.
- 6) When the room is used for programs involving minors, the application must be made by an adult who will be present for the program and responsible for the use of the room. A ratio of one (1) adult for each ten (10) people under the age of thirteen (13) is required.
- 7) No materials may be hung without permission.
- 8) All meetings must end thirty (30) minutes before the library closes, and all people must be out of the building before closing time.
- 9) Any publicity referring to the meeting should note that the organization is sponsoring the meeting, not the library. The library takes no responsibility for the content of programs by outside organizations.
- 10) In preparing a schedule for use of the meeting room, library programs will have priority.
- 11) Meeting room 1 will not exceed 98 standing people, 70 chairs only, 32 chairs and tables; meeting room 2 will not exceed 80 standing people, 55 chairs only, and 27 chairs and tables; and meeting room 3 will not exceed 120 standing people, 100 chairs, and 49 tables and chairs (as per the LFD codes).

## MEETING ROOM PROCEDURES

Procedures for reservation of the meeting room:

- 1) The Director has been designated to co-ordinate the calendar and be the “reservation agent”. All inquiries and related matters to the meeting room must be directed to the Director.
- 2) If the organization qualifies as a non-profit, reservations of a meeting room will be made on a first come, first served basis and on room availability.
- 3) The organization will be notified of the reservation and/or unavailability of the date. At which time, an alternate date may be selected.
- 4) Meeting room 2 has a kitchen area with a sink available for set-up for light refreshments. Organizations are responsible for all clean up.

LINDEN FREE PUBLIC LIBRARY  
31 EAST HENRY STREET  
LINDEN, NEW JERSEY  
(908) 298-3830

MEETING SPACE APPLICATION

Name of Organization \_\_\_\_\_ Phone # \_\_\_\_\_  
Address \_\_\_\_\_  
Individual Filing Application \_\_\_\_\_  
Office in Organization \_\_\_\_\_ Purpose of Meeting \_\_\_\_\_  
Average Attendance \_\_\_\_\_ Date of Mtg. \_\_\_\_\_ Time \_\_\_\_\_  
Type of Program \_\_\_\_\_

REFRESHMENTS **Special permission must be requested.** Please indicate what kind of refreshments to be served. We reserve the right to limit the type of refreshments.

1. We will pay for all damage to property resulting directly or indirectly from the conduct of any persons attending.
2. We will not hold liable the Linden Free Public Library for any injury to persons or property caused by any individual in connection with the meetings.
3. We understand that the Linden Free Public Library assumes no responsibility for any property placed in or used with a meeting or exhibit and that the library is released and discharged from any and all liability for loss, injury or damage to persons or property which may be sustained by reason of the meeting.

\*\*\*\*\*PLEASE NOTE\*\*\*\*\*

**SMOKING IS NOT PERMITTED IN ANY AREA OF THE LIBRARY**

ORGANIZATIONS UTILIZING THE MEETING SPACE 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 ADA.

I am an authorized representative of the organization listed above. I have read and agree to comply with the enclosed regulations for the use of the meeting space.

ORGANIZATION \_\_\_\_\_ BY \_\_\_\_\_

MEETING SPACE USE APPROVED BY LIBRARY \_\_\_\_\_ DENIED \_\_\_\_\_  
DATE \_\_\_\_\_

MEETING SPACE USE APPROVED BY LIBRARY \_\_\_\_\_ DATE \_\_\_\_\_  
REFRESHMENTS \_\_\_\_\_ APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_

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ONE WILL BE RETURNED FOR YOUR RECORD