

## **POLICY on MEETING ROOM USE Bergenfield Public Library**

The Trustees and staff of the Bergenfield Library welcome the use of the library's meeting rooms by community groups. All libraries are forums for information and ideas. Available meeting room space may be reserved for civic, educational and cultural activities, as well as discussion of current public questions and concerns. The Library makes its facilities available on an equitable basis without restrictions based on race, ethnicity, sex, or religious affiliation. Meetings should be open to the public and free of charge. Programs that would interfere with the intended use of the Library by the general public are not permitted.

### **Meeting Space**

The Friends Room (seating capacity 100) may be divided into two (2) smaller spaces, seating a maximum of fifty (50) people each. The Interchange Bank Conference Room is also available for groups up to twelve (12) people. Other meeting spaces may be considered, depending on schedule and suitability.

### **Reserving Meeting Room Space**

All meetings scheduled for library spaces must be reserved in advance. Library sponsored programs take precedence in scheduling. Bergenfield residents and organizations are given priority over non-Bergenfield residents or organizations.

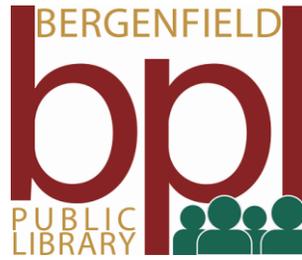
Application forms to reserve meeting space are available from the Administrative Assistant. To encourage the broadest possible use of the Library's meeting space, the Library Board reserves the right to limit organizations to no more than two (2) regular meetings in a year. Groups may apply to the Library Board for approval of more than two (2) meetings in a given year. Permission to use Library meeting space is not transferable. Once the meeting space is confirmed by the Library for the group, the date and/or time may not be modified or altered.

### **Responsibilities of Groups Using Library Meeting Space**

In signing the application form to use Library meeting space groups agree to abide by the policies and procedures of the Library and the regulations set forth in this policy.

All groups must agree to hold the Library harmless from any loss, damage, liability, costs and/or expense that may arise during or to be caused in any way by the use of library facilities. (See attached Hold Harmless Agreement.) Any non-profit organization and/or profit organization must submit both proof of insurance (\$1 million in liability insurance) and a completed Hold Harmless Agreement.

Groups using Library meeting space must agree to use meeting space responsibly. Groups are accountable for the behavior of any persons attending the meeting or activity. Children's groups (under age 18) must be supervised by at least one (1) adult for every fifteen (15) children. Meeting rooms must be left in neat, clean and orderly condition. Any damage to library facilities, including the exterior grounds and parking area, furnishings or equipment will be the responsibility of the group reserving the space. Smoking, alcoholic beverages or cell phone use is prohibited throughout the Library.



Permission to meet at the Library does not constitute endorsement of the group's policies or beliefs. No outside organization, without express permission, may use the Library as its official address for advertising or for any other reason connected with the program.

### **Scheduling**

Hours of scheduling shall include the total time involved in the meeting, from assembling to the time the room is cleaned up and vacated. All people attending the meeting must leave the building by closing time. Bringing in equipment, decorations or displays must be approved and coordinated with Library Administration in advance. Cancellations for reasons other than inclement weather should be made at least 48 hours in advance.

Library hours are:

Monday through Thursday – 10 a.m. to 9 p.m.

Friday – 10 a.m. to 5 p.m.

Saturday – 10 a.m. to 2 p.m.

Sunday – 1 p.m. to 5 p.m.

The Library is closed on Saturday and Sunday in July and August.

### **Room Set Up and Equipment**

The Friends Room is set up in standard auditorium style. Organizations requiring a different room arrangement must specify as such on the application form. Note that maintenance staff is not available during late afternoon, evening or weekend programs. Library Administration must be notified of any changes to room arrangements, including additional chairs or tables, at least 48 hours in advance of the program.

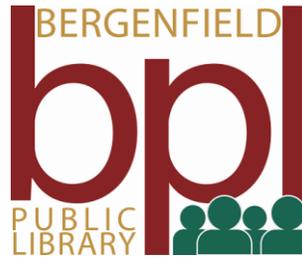
Light refreshments may be served. Refreshments are restricted to the Friends Room and lower lobby.

Library equipment (e.g. projection or sound equipment) may be used only if a member of the group has received instruction from appropriate library staff before the date of the meeting or event. The Library cannot be held responsible for last minute equipment failures.

If the piano is to be used, arrangements for moving, tuning or practice sessions must be made in advance with the Administrative Assistant.

Fire regulations must be observed at all times. Doors to meeting rooms must remain unlocked when the room is in use. Flammable materials may not be used for any purpose. Groups using the Friends Meeting Room must enter and exit through doors used by the public on Clinton and Anderson avenues. The fire exit to the parking lot must remain closed and should be used in the event of an emergency only.

Equipment, decorations or display items must be installed by members of the group and removed at the end of the program. No nails, screws, or other devices, which could damage Library facilities or furnishings may be used. The Library assumes no responsibility for articles of any description brought or left by a group using the Library.



### **Sales, Solicitation and Fees**

Commercial activity by outside groups is prohibited on library premises. Groups using library facilities are prohibited from conducting sales of any sort. Solicitation is also not permitted. A group, however, may conduct nominal collection of dues from its members.

Established non-partisan organizations, which do not endorse individual candidates or parties, with prior approval of the Library Board, may conduct meetings in the Library to discuss current election issues by the candidates for public office, provided that all candidates for the same office shall have been invited and a majority of such candidates are to appear on the program. Any program wherein non-candidates discuss current issues shall include reasonable and thoughtful presentations of differing views.

With prior approval of the Library Board, the Bergenfield Public Library does make provision for local civic organizations to use the meeting room for musical, cultural, artistic or informational events for which there is a charge to the public, either by admission or ticket sales, for a minimum \$50 donation to the Library. Suitable arrangements should be made for those persons who wish to attend the program but may not be able to pay.

For-profit businesses and organizations may use meeting rooms for a conference, training, or seminar, but not for sales purposes, for a recommended donation to the Library of \$25 per hour.

Not-for-profit organizations located in Bergenfield, local clubs and service organizations are exempt from any recommended donation to the Library.

### **Non-Compliance with Library Meeting Room Policy**

The use of library facilities is a privilege that can be revoked by the Library Board or the Library Director, as its designated representative, for failure to comply with policy or directives from authorized library personnel. At all times the Library Director or supervisor in charge may end a meeting that has become disorderly.

Applications may be rejected and previously granted permission may be withdrawn for violation of library regulations. Permission to use meeting space may be denied to any group that is uncooperative, disorderly or disregards library regulations.

Anyone wishing to appeal a decision to deny permission must appeal in writing to the Board of Trustees. Any appeal would be included on the agenda of the next regularly scheduled Board meeting.

Revised and Approved, Board of Trustees, Approved April 11, 2024