

# Cranbury Public Library Meeting Room Use Policy

## Introduction

It is the policy of the Cranbury Public Library (the Library) to provide a meeting room to the community as a public service. Use of this room does not constitute an endorsement by the Library of either programs or point of view expressed therein. The meeting room is available on an equitable basis, regardless of the beliefs or affiliations of the organizations requesting its use.

## Eligibility for Use

In scheduling use of the meeting room, priority is given to programs administered or sponsored by the Library and organizations directly affiliated with the Library. In addition, permission may be granted for the following uses, in order of priority and based upon availability:

- Township departments, agencies or commissions.
- Neighborhood and community organizations based in Cranbury.
- Other non-profit public and/or social service organizations.
- Local businesses presenting information and/or materials and not conducting business (per the director's approval).

## Restrictions on Use

The following uses are **not** permitted:

- Meetings not open to the public, with the exception of those closed meetings of legislative and policy bodies authorized under the New Jersey Open Public Meetings Act.
- Fund-raisers not affiliated with the Library.
- Meetings in excess of the legal capacity of the meeting room, i.e., 90 persons for the largest room.
- Private parties, receptions, or rehearsals.

## Reservations

- The meeting room may be reserved based on the opening hours of the library and can be reserved until 2 hours after the library has closed. All meeting participants must arrive 30 minutes before closing if they have an after-hours meeting.
- Reservations may be made online, by phone or in person at least two (2) weeks prior to the requested date. An in-person application must be made in writing.
- The Library director or staff must give formal approval. Reservations will be made in order of priority as indicated above and by date of request.
- The number and frequency of meetings (usually twice per month) booked by any one organization will be at the discretion of the Library director, based upon availability of the room. No one organization may monopolize use of the meeting room. Multiple, related meetings may be reserved on a single application.
- Applications for meetings of children or teens must be sponsored and signed by an adult who will assume full responsibility.
- Permission to use the meeting room is revocable and does not constitute a lease.
- Reservations for youth programs require at least two adults, and an additional adult per each 10 children when group is larger than 20.

## Regulations regarding use and care of Meeting Space

- No organization may charge admission or collect fees as a requirement of participation.
- All meetings must be open to the public.

- Organizations may not use the Library's phone number for publicity purposes, nor imply endorsement or co-sponsorship of events/meetings by the Library. In the event that an organization inappropriately states or implies Library endorsement or co-sponsorship it must advertise a retraction if requested by the Library.
- Organizations must provide personnel to set-up, clean-up, arrange tables, etc. Library personnel are not available to assist with audio-visual equipment, carrying materials from parking areas to the meeting room or setting-up or serving refreshments, nor can personnel be expected to answer telephone inquiries for organizations using the meeting room.
- If organizations need assistance with audio-visual equipment, they must make an appointment with the Technology Librarian on staff to give them a walkthrough.
- The Library will not commit to providing storage for the property of any organization that meets in the Library.
- With prior approval of the director, organizations may serve food that is prepared offsite. Each organization needs to provide their own supplies such as cups, plates and napkins. Clean up is the sole responsibility of the organization. The library does not supply coffeepots or other refreshment supplies.
- The meeting room is to be returned to the condition in which it was found. The organization's representative, as indicated on the reservation form, is responsible for damages.
- Set up and clean up must take place within the time allotted for the meeting. A custodial fee will be charged if the room is not left in a clean and orderly condition
- The Library reserves the right to attend any meeting held in its facilities to ensure no unlawful activities are occurring on Library premises.
- Smoking and alcoholic beverages are prohibited.

### **Cancellations, Denial of Application, Appeals**

- Any cancellation on the part of an applicant organization should be made at least 24 hours before the scheduled meeting date.
- In the event that the Library must close due to unforeseen equipment failure or a weather-related emergency, all efforts will be made to notify organizations scheduled to use the meeting room.
- The Library reserves the right to cancel a meeting room reservation in the event of unforeseen Library demands.
- The Library reserves the right to deny meeting rooms to organizations that frequently cancel meetings, that do not notify the Library of canceled meetings, or consistently overstay their reserved time.
- The Library also reserves the right to deny meeting room use to organizations that fail to return the room to a clean and orderly condition or to charge said organization a deposit for custodial services.
- Denial of application may be appealed to the Cranbury Public Library Board of Trustees by following the Cranbury Public Library Patron Appeal Process.

### **Other Applicable Regulations**

All rules and regulations as outlined in Library policy documents apply to meeting room usage. Applicants are expected to be familiar with all Library policies, including the Library Use Policy and Programming Policy. All Library Policies are available on the library website at [www.CranburyPublicLibrary.org](http://www.CranburyPublicLibrary.org).

#### *Waiver of Regulations*

Exceptions from specific regulations of this policy may be authorized for the Library and its programs, for the Cranbury Public Library Foundation, Boards and Agencies of the Township of Cranbury, Middlesex County, or the State of New Jersey.

Approved by the Cranbury Public Library, Board of Trustees: January 8, 2026. Library policies are subject to regular Board review and may be updated at any time.

## Meeting Room Application

Application Date: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Meeting Day/Date: \_\_\_\_\_

Start time: \_\_\_\_\_ End Time: \_\_\_\_\_

Purpose of Meeting: \_\_\_\_\_

Attendance Expected: \_\_\_\_\_

Audio/Visual Needed: ( )Yes ( )No

Coffee/Food: ( )Yes ( )No If yes, describe:

Signature: \_\_\_\_\_

Signature indicates that applicant has reviewed all applicable rules and regulations, and that the organization agrees to abide by said regulations as set forth by the Library's Board of Trustees. In addition, the signatory and all participants agree to hold harmless the Cranbury Public Library, all library personnel and board members and the Cranbury Public Library Foundation, for any damage(s) to persons or property in attendance at said meeting, caused by or resulting from the organization's use of the meeting room and for any liability for losses relating to the cancellation with or without cause of an approved meeting.

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**(For Library Use Only)**

Application Received: \_\_\_\_\_

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_

Notification Sent: \_\_\_\_\_

Notes/Follow-up:

Approved by the Library

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