

Cranbury Public Library

Meeting Room Use Policy

Introduction

It is the policy of the Cranbury Public Library (the Library) to provide meeting spaces to the community as a public service. Permission to use such spaces does not constitute an endorsement by the Library. Meeting spaces are available irrespective of the beliefs or affiliations of the organizations requesting their use.

Eligibility for Use

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

- 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.
- Meetings in excess of the legal capacity of a meeting room, i.e., 90 persons for the largest room.
- Private parties, receptions, or rehearsals.
- For-profit tutoring and other businesses that are charging a fee for their services or otherwise utilizing the meeting room for commercial benefit or profit-making purposes.

Reservations

- Events at library locations may be held while the Library is open and up to 2 hours after the library has closed. All meeting participants must arrive 30 minutes before closing if they have an after-hours meeting.
- Reservations can be made by submitting a meeting room application either in person or via email. Applications may take several business days to process. Reservations are not confirmed until applicant has received a notice of confirmation.
- 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 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 at any time 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

- All meetings must be open to the public.
- No organization may charge admission or collect fees as a requirement of participation with the exception of fundraisers that benefit the library.
- Not for profit Cranbury-based community organizations may, subject to availability of space and at the discretion of the Director, raise funds at a meeting, provided that the meeting is freely 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 publish a retraction if so requested by the Library.
- Organizations must provide personnel to set up, clean up, arrange tables, etc. Library staff 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 staff be expected to answer telephone inquiries for organizations using the meeting room.
- Organizations requiring assistance with audio-visual equipment must make an appointment in advance with the Technology Librarian.
- The Library will not provide storage for the property of any organization that meets in the Library.
- Organizations may serve food that is prepared offsite. Each organization must provide their own supplies such as cups, plates and napkins. Clean-up is the sole responsibility of the organization.
- 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, which includes AV and technology equipment. Damages or failure to return the meeting room to a clean and orderly state may result in the loss of permission to use the meeting room in the future.
- 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.
- No organization may use the AV Equipment to show copyrighted material without proper license unless it comes under "Fair Use". The organization using the AV Equipment is liable for any copyright infringement.
- The Library reserves the right to attend any meeting held in its facilities to ensure no unlawful activity occurs 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.
- It is the responsibility of all organizations to check the Library's opening status on the Library website and/or social media channels prior to meeting room use
- The Library reserves the right to cancel a meeting room reservation in the event of unforeseen Library requirements.
- The Library reserves the right to deny meeting rooms to organizations that frequently cancel meetings, 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. It may require a deposit for custodial services.
- Denial of application may be appealed to the Cranbury Public Library Director and/or Board of Trustees by following the Cranbury Public Library Appeal Process.

All rules and regulations as outlined in Library policy documents apply to meeting room use. 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.

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.

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.

(For Library Use Only)

Application Received: _____

Approved: _____ Not Approved: _____

Notification Sent: _____