



MEETING ROOM USE POLICY

The Old Bridge Public Library Board of Trustees believes that Library facilities exist for the benefit of the public, and should be available to patrons and other members of the public, subject to rules to insure the safe and orderly operation of the Library and the wellbeing of all patrons. Use of meeting rooms is free of charge, subject to compliance with this Policy.

Conditions of Use:

1. All use of meeting rooms is conditioned upon the submission and approval of a Meeting Room Application, and compliance with insurance requirements and all other conditions of this Policy.
2. The meeting rooms are available during the regular operating hours of the Library. All programs must end fifteen (15) minutes before closing of the building, with the user restoring all furniture to its original configuration.
3. The meeting rooms are available for use by businesses, governmental units and non-profit community organizations.
4. Use of the meeting room in no way implies any partnership with a community organization, business or governmental unit or approval of the contents of a program or meeting by the Old Bridge Public Library.
5. The Old Bridge Public Library name cannot be used in advertising the meeting or program except to be listed as the location of the meeting or program.
6. The Old Bridge Public Library name and address may not be used as the official location and/or address for any organization or business.
7. The selling or promotion of merchandise or services is prohibited in the meeting rooms unless the program is a Library-sponsored event and the Library administration has expressly approved this request in advance. This includes the collection of "free-will" offerings.
8. Donations to the Library are gratefully accepted in consideration of any group or organization's use of Library facilities. However, such donations are not required as a condition of meeting room use.
9. Applications for use of the meeting rooms must be submitted at least two months prior to the date of the use / event.

10. No more than two (2) applications will be accepted from any organization or business within a two (2) month period.
11. A separate form must be completed for each meeting requested. Submission of the Certificate of Insurance as set forth below must be included with each application.
12. The Library must be notified if a meeting is canceled. Any cancellation of a meeting room reservation must be made at least five (5) business days before the scheduled meeting date. Cancellation of meeting room use without such notice may affect approval of future use applications by the user.
13. Library and Literacy programs take priority over all other uses of the meeting rooms. Should a need arise, the Library reserves the right to cancel any booking to facilitate such internal programs. However, the Library will make every effort to avoid such cancellations.
14. All groups using the meeting rooms must sign in and out at the Information Services desk and report the number of people who were in attendance at the meeting.
15. Meetings held at the Library may not disrupt the use of the Library for patrons and employees.
16. Supplies such as podium, blackboard and AV equipment will be provided if requested, subject to availability, on the meeting room application.
17. The possession, use or distribution of alcoholic beverages, tobacco and electronic smoking products and drug substances is strictly prohibited in the Library and on Library grounds. A patron or facility user who violates these terms may be expelled from the Library at the discretion of the Library, and use privileges may be suspended. Additionally, such actions may be reported to police authorities at the discretion of the Library.
18. The setting up and/or reorganization of chairs and tables is the responsibility of the meeting room applicant.
19. At the end of the meeting, all chairs and tables must be put away and the room restored to its former condition by the user. All garbage and trash must be cleaned up. A vacuum cleaner is provided in the Meeting Room Kitchen. Rooms must be restored to their original condition and furniture configuration no less than fifteen (15) minutes prior to the closing of the Library.
20. Meeting room applicants are responsible for any damage that occurs to the room or equipment during the course of a meeting. The cost of repair or replacement will be documented and billed to the meeting room applicant, and must be paid to the Library before the applicant or group can use any Library meeting room again.
21. Minors between the ages of 15-18 may use the meeting rooms. In this case, an adult must fill out and sign the Meeting Room Application Form, provide the Certificate of Insurance and assume responsibility for the use of the room.
22. In the event of an emergency closing of the Library, every effort will be made to notify the contact person listed on the meeting room application form. However, the Library cannot

guarantee that the organization will be notified in emergent circumstances. It is recommended that the meeting room applicant call the Library should there be a possibility that an emergency closing will be necessary.

23. Library Staff is not responsible for the supervision of children while adults are attending programs in the meeting room. Children under the age of eight (8) are not allowed unaccompanied in the Library while parents / guardians attend a program in the meeting room.
24. Banners, literature, photographs or signage promoting an event taking place within the meeting rooms may not be placed anywhere in the Library without the permission of the Library.
25. For purposes of fire safety, maximum occupancy of the Large Meeting Room is one hundred fifty (150), and maximum occupancy of the Conference Room is twelve (12). Organizations using the Library's meeting rooms are responsible for enforcing fire safety occupancy limits. Failure to abide by any of these policies may result in withdrawal of future meeting room privileges.
26. Movies shown or recordings played must have the appropriate public performance rights. Obtaining the license and all applicable fees are the responsibility of the group using the meeting room. Proof of public performance rights shall be provided to the Library prior to the event date.

Procedures for Reserving and Using Meeting Rooms:

1. All users must completely and legibly fill out the Library-approved application for all meeting room usage. The application can be picked up at the library or printed out from our website: <http://oldbridgelibrary.org>
2. Businesses and organizations desiring to use a meeting room must secure a Certificate of Insurance prior to use of the room, reflecting liability insurance coverage of \$1,000,000 and listing the Old Bridge Public Library as an additional insured.
3. Governmental units and organizations in which membership is based upon appointment by the governing body of Old Bridge Township or the Library are exempt from these requirements.
4. Local non-profit organizations and local groups may request exemption from the Certificate of Insurance requirements, based on their inability to pay such fees or acquire insurance Certificates due to finances or group size. The Library Director and Library Board of Trustees reserve the right to grant such exemptions. A letter asking for exemption should be submitted at least 1 month prior to a room usage, and should include any community service the organization or group engages in.
5. The completed application, with the required insurance documentation, must be returned to the Library by:
 - a. Hand delivery to the Information Services desk in the Library

- b. Email mra@oldbridgelibrary.org
- c. Fax: 732-607-4816

- 6. An appointed staff person will call each applicant to confirm the date and to discuss insurance and other details of use. Every effort will be made to make these calls as quickly as possible.
- 7. On the day of your Meeting: when you arrive the day of your meeting, please check-in at the Information Services desk. You will be shown to your room.

Equipment Use

Use of audio-visual equipment is subject to availability, and use for Library programming and activities will have priority. Any such use is limited to current Old Bridge Public Library Cardholders, and cards must be presented at the time of use. There is no fee for the use of equipment, however, users are responsible for any loss or damage to any such equipment.

Approved by the Library Board of Trustees:	January 9, 2013
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