

Meeting Room Use

Policy for the Use of the Meeting Room Facilities by Non-Library Organizations and Individuals

The Library's function as a community education agency presupposes that the library facilities will be largely for its own use. However, it shall be the policy of the Library Board to grant permission at its discretion to organizations or individuals for use when facilities are available. The Board of Trustees will permit the use of its meeting rooms for socially useful civic and cultural activities.

The use of the library property is a privilege granted by the Board of Trustees and can be revoked by the Board or its designated representatives. All users must comply with the following:

SCHEDULING AND APPLICATIONS FEE

Applications or requests for use are to be made in writing to the Circulation Supervisor. Residents and organizations of the Borough of Midland Park shall have priority in the use of the room. Groups using the library on a regular basis must reapply annually. Use is limited to twice monthly. The Midland Park Fire Department has set a limitation that groups using the Community Room must not exceed 80 people with chairs and tables or 180 people with only chairs.

The applicable fees and payments for use must accompany each application. The Board of Trustees will have the privilege of canceling, with proper notice, the use of the room, should it be deemed necessary for use of library programs.

LIABILITY AND INSURANCE

All organizations using the facility must present proof of liability insurance of at least \$1,000,000. All users must comply with the terms of this policy.

ADMISSION FEES

No admission fees may be charged by groups using the rooms unless approval is received from the Library Board of Trustees.

SET-UP AND CLEAN-UP

Set-up of the room is the responsibility of the organization. Tables and chairs are available in the meeting room for your use. It is suggested that someone arrive 15 minutes early to set up the room to best suit your needs. The meeting room can be set up by your organization earlier in the day **ONLY** if nothing else is scheduled during that time slot.

No alcoholic beverages may be served on the premises. Smoking is not permitted in the library. No musical programs or events producing any noise, which will interfere with library patrons, are permitted. Loudspeaker systems are discouraged. Overloading electrical outlets is not permitted.

The meeting room must be left as it was originally found. No items from the meeting may be left behind. Furniture arrangements must be restored as found. The floors should be vacuumed if necessary. (Please ask the staff for the location of the vacuum). All lights, faucets and facilities shall be checked before leaving the building. All full garbage bags must be removed and placed in the parking lot container. **A \$50 fee will be charged** if the staff must clean up the room. Anyone using the library for any occasion shall be responsible for damages incurred during their use, and failure to pay for such damage will result in the organization being barred from the use of the meeting rooms.

Any accidents or injuries shall be reported to the library staff immediately.

HOURS

Meeting rooms are available for scheduling whenever the library is open. Rooms must be cleaned, locked and keys returned 15 minutes prior to closing time. Organizations must leave if an emergency is declared. The meeting may be rescheduled at no additional charge.

FEES

Midland Park Non-Profit (75% of organization must live in Midland Park) : No Charge

Non-Profit Organizations:

First two hours \$55 per session

Each extra hour \$25 per session

For Profit: First two hours \$100 per session

Each extra hour \$45 per session

Proof of non-profit status may be required (Form 990). Payment must be made in advance. The Board of Trustees reserves the right to waive the fees upon written application.

Meeting Room Rules and Regulations

- (1) Keys to the Community Room may be picked up at the Main Circulation Desk during regular hours and must be returned immediately following the meeting, no later than 15 minutes prior to closing.
- (2) All tables must be covered with plastic tablecloths or brown paper if you are using paint, glue, solvents, markers, crayons or any other art supplies.
- (3) No food or beverage should be served that contains ingredients that will stain the carpet, for example, red icing on cupcakes or red fruit juice.
- (4) Do not leave crafts and artwork behind to dry. The library is not responsible for anything you leave in the building.
- (5) All groups must leave the building 15 minutes prior to library closing time. Please remove all garbage and place in the dumpster in the library parking lot. Please do not put liquids in the Community Room garbage cans as they leak and stain the rug. This includes clean up time.**
- (6) All groups must fill out the Meeting Room Checklist and return the completed form to the Circulation Desk. A staff member must review the checklist upon receipt.
- (7) Please be certain that the room is clean and left in the same condition that you found it. If not a \$50 service fee will be charged.
- (8) In the event that the rug is stained, the non-library organization responsible for the condition will be financially responsible for cleaning the rug. In the event that the non-library organization refuses to pay the service fee or to be responsible for the cost of cleaning the rug, that organization will not be allowed the opportunity of using the meeting room facilities in the future.

Liability Insurance Confirmation Form

Groups using the library are expected to provide their own liability insurance. The Midland Park Memorial Library, the Municipality of Midland Park, the Library Board of Trustees, the Library Director, and the Library Employees assume no liability for loss or injury to individuals or groups using the library meeting room(s), equipment, facilities, or parking lot. The signer of this application agrees to assume full responsibility for any and all damage to library property due to abuse or misuse by the signers or their group during the stipulated meeting time.

This is to certify that I have read the Midland Park Memorial Library Meeting Room Policies and Rules and Regulations and will inform the group or organization herewith applying for use of the meeting room(s). I agree to abide by the terms and conditions of the application and of library policy. I understand that the library assumes no liability for any individuals or group using the meeting room(s) or library facilities.

Signature of Applicant

Title: _____

Date: _____

Application for Use of Library Meeting Room

(Instructions)

- A. Print or Type
- B. Return application to the library
- C. Make check payable to Midland Park Memorial Library and return with this application
- D. Submit Application and Liability Insurance on a yearly basis

Name of Organization or Group: _____

Contact Person: _____

Street: _____ Town: _____ Zip: _____

Telephone Number: _____ E-mail: _____

Alternate Contact Person: _____

Telephone Number: _____ E-mail: _____

Date(s) Requested: (if more than 5, please attach separate sheet) _____

_____ Year: _____

Meeting Time: Start _____ Finish _____

Occasion: _____

Number of People Attending: _____

Will you need chairs? YES _____ NO _____

If so, state the date of when you will set up chairs: _____

FEE FOR ONE-TIME USE:

Please choose: (Up to two hours - \$55 per session for non-profit organizations, each additional hour \$25 per session for non-profit organizations or For Profit - \$100 per session up to two hours, \$45 per session for each additional hour)

Will food be served? YES _____ NO _____

All items used, including rooms, must be left clean and in order. No special equipment, decorations, or special effects may be employed without permission.

I have read and agree to the Midland Park Memorial Library Meeting Room Rules and Regulations and Policies.

Sign Here
Approved by Library Director or Head of Circulation:

Date

Date: