

CONFERENCE ROOM USE POLICY

(approved by the Library Board of Trustees on 11/15/16)

The Library Trustee Board and staff welcome the use of the Library Conference Room by community groups for civic, educational, and cultural activities.

The Board has charged the Library Director as their representative to supervise these regulations and establish rules governing the proper use of the building and its furnishings.

Failure to comply with these regulations or the directive of the designated representative of the library will cancel further use of the library facilities.

Library sponsored programs and the needs of official Township boards or groups will take precedence in scheduling. No use of the conference room will be permitted if it would interfere with the effective use of the Library by the general public or with the scheduling of library sponsored programs. The conference room is only available for use during the Library's regularly scheduled business hours.

1. Who Can Use

The Library Conference room is available for use to non-profit community groups of a civic, cultural, educational, or charitable nature. It is not available for use to political or religious groups. It may not be used for the benefit of a private individual or for-profit organization. It is only available to groups whose memberships are constituted by a majority of Saddle Brook residents or business owners.

Any organization wishing to use the conference room must submit a completed hold harmless agreement. All groups will agree to hold the Library harmless from loss, damage, liability, or expense that may arise during or to be caused in any way by the use of the Library's facilities.

Permission for one group to use the conference room for a specific purpose is not transferable to another group or for another purpose.

The fact that an organization is permitted to meet in the Library does not in any way constitute an endorsement of the organization's policies or beliefs.

2. How to Apply

Application for use of the Library Conference Room must be made in person. The proper applications and forms must be completed and submitted to the Library Director. They must be submitted at least two (2) weeks prior to the date requested. No reservations will be accepted by phone.

In signing the application, the group's representative agrees that the group will abide by the regulations set forth in the policy.

Applications may be rejected and previously granted permission may be withdrawn for violations of library regulations or conduct inconsistent with these regulations.

3. Regulations

The use of library facilities is a privilege that can be revoked by the Library Board or the Library Director, its designated representative. If the Board revokes permission to use the facilities, adequate notice (at least 72 hours) must be given.

Organizations will be responsible for the behavior of both their members and of any other people they permit to attend their events. Organizations will be liable to the Library Board for any damage done to Library property. The Library will not be responsible for articles of any description brought in or left in the Library.

The Library Director, as the Board's designated representative, is authorized to deny permission to use the Conference Room to any group that is disorderly, violates regulations, or is generally uncooperative.

Use of the conference room must take place during the Library's regularly scheduled business hours. Events must be completed a half hour before closing time. By 15 minutes before closing time, the room must be cleaned (left in the same condition as upon entry) and vacant.

Attendance at events may not exceed the maximum occupancy limit (74) of the Conference Room.

No program or activity producing noise that interferes with the general operation of the Library is permitted.

Children's groups using the conference room must provide adequate adult supervision for the children in attendance (one supervising adult per 10 children present).

Food or other refreshments may **not** be served.

Library equipment may **not** be used by organizations. The Library will **only** provide tables and chairs and other basic amenities. Organizations are responsible for providing any other equipment or supplies required. Organizations may **not** store equipment or other supplies at the Library.

No defacement of the walls, ceiling, or floor by the use of tape, glue, thumbtacks, nails, etc.

Fire laws must be complied with. Flammable materials used for decorative or other purposes are not permitted.

The selling of items during the course of an event or meeting is not permitted.

The persons using the room shall leave it in neat, clean, and orderly condition.

Any member of the Library staff or member of the Library Board of Trustees shall have full and free access at all times to the Conference Room. The door to the Conference room must remain unlocked during events and meetings.

Saddle Brook Free Public Library
340 Mayhill Street Saddle Brook, NJ 07663
(201) 843-3287

APPLICATION FOR USE OF CONFERENCE ROOM BY AN OUTSIDE ORGANIZATION

Date of Application: _____

Organization: _____

Organization Address: _____

Authorized Representative: _____

Phone #: _____ Email Address: _____

Date Requested: _____ Day of Week: _____

Time (*please list start and end time*): _____

Type of Event: _____

Expected Attendance: _____

The applicant agrees to return the library facilities to a clean and orderly condition. In the event of any damage to the facilities the applicant agrees to pay the cost of repair or replacement.

The applicant has read the attached policy regarding use of the conference room and agrees to abide by the regulations listed.

Date: _____ Signature: _____

PLEASE NOTE

Please wait until your application is approved before making any arrangements for use of the library's conference room facilities.

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340 Mayhill Street Saddle Brook, NJ 07663
(201) 843-3287

HOLD HARMLESS AGREEMENT

Between the Township of Saddle Brook (Saddle Brook Free Public Library)
and

Organization Name

Address

Telephone Number

In consideration of the use of the Saddle Brook Free Public Library Conference Room on the following date _____ for the purpose of

the undersigned agrees to defend, indemnify and hold the Township of Saddle Brook (Saddle Brook Free Public Library) and its officers, agents, and employees harmless from any and all liability claims, costs, and attorney's fees arising out of the use of the property referred to above.

I understand that this Hold Harmless Agreement ("Agreement") also requires that the Township of Saddle Brook (Saddle Brook Free Public Library) is indemnified from any losses or damages resulting from the acts or omissions from any guest, participant, visitor or other person attending the event herein referred to.

In order to induce the Township of Saddle Brook (Saddle Brook Free Public Library) to accept this Agreement the following information concerning the intended use of the premises is furnished:

- a) Total number of persons anticipated is _____.
- b) Live entertainment ___ will or ___ will not be provided.
- c) Other: _____.

Date

Name of Organization

Authorized Signature

Print Name