

## The New Providence Memorial Library Meeting Room Policy for the Conti Family Community Room and the Coddington Activity Room

The New Providence Memorial Library takes great pride in being able to provide meeting room facilities free of charge to our residents and patrons. Thank you for your anticipated cooperation, and your understanding that these measures are necessary in order to preserve the quality and free-of-charge services for all of our patrons to enjoy.

The Library has two meeting rooms. The Coddington Activity Room is particularly designed to host children's events, with a floor and furniture that are "kid friendly". Events for children where paint, glitter, crayons, glue, markers, or other materials which might stain or mar furniture, carpet, walls, etc., must take place in the Coddington Activity Room. Refreshments with children's activities are limited to the Coddington Activity Room.

The Conti Family Community Room of the New Providence Memorial Library is available for gatherings of a civic, cultural, educational, informational, or recreational nature. All events must be open to the public. Meetings may not be held for commercial benefit of individuals or organizations (including non-profits). Repairs, cleaning and maintaining our premises are very costly, and we ask our guests to please be considerate while enjoying our facilities.

1. Events sponsored by the Library or library affiliated groups take precedence over all other groups. New Providence Memorial Library sponsored programs are exempt from these regulations. Scheduling for the NP Library, NP Borough or NP Board of Education official events may be booked up to one year in advance.
2. Applicants must be 18 years of age or older. For any event that is intended for minors, application must be made by an adult who will be present and will be responsible for the conduct of the minors at the event and the use of the facility, including children who leave the meeting room during the course of the meeting.
3. A signed application will constitute an agreement by the individual who is representing the organization to accept full responsibility for any and all damages to library property. The person signing for the group agrees to be held fully liable for all damages, either intentional or accidental, and for the repairs or replacement resulting from this use. The person signing the application further agrees to indemnify and hold harmless the New Providence Memorial Library, its trustees and employees from any and all losses and expenses resulting from the use of the library meeting room by their members or attendees. The responsible individual will supply his or her personal or professional address, telephone number and email address. For a scouting troop, the names of all scout troop leaders and their contact information must be provided on the application.
4. No admission may be charged except, with prior permission, for registration charges at conferences or institutes, for regularly scheduled adult education courses, or for non-profit organizations whose activities contribute to the cultural and educational welfare of

the community. Fundraising is not permitted. Books related to author talks and book signings may be sold with approval from the Library Director acting for the Board of Trustees. Fees for materials may be charged with advance approval.

5. The Board of Trustees, the Library Director, or authorized representative, is solely responsible for granting permission to use library property. Members of the Board, the Library Director or authorized representative shall have full and free access to any part of the building and grounds at all times during such use.

6. The application must be returned to the library at least 30 days in advance of the scheduled event accompanied by insurance certificates if required. No reservation is assured until the signed application has been approved by the Library Director.

7. Approval for use of the room will be granted for once per week for a maximum of one month, or once per month for a maximum of six months. Applicants may reapply when their scheduled time has been used up.

8. There must be no nailing or taping to floors, walls or fixtures, no paint dropped on any part of the building, and the building and equipment must not be marked or defaced in any manner. Applicants are responsible for any damage to library property. The library will determine the cost of damage or theft by charging prevailing rates.

9. The Coddington Activity Room and the Conti Family Meeting Room are to be used for the stated purpose only. Misrepresentation by any applicant concerning sponsors, content, purpose or audience of any scheduled event will be cause for barring future use of the room by that applicant or group.

10. Attendance is restricted to the number of persons permitted in the room by ordinance. This information is posted in the meeting rooms. The Coddington Activity Room shall not exceed 77 seated persons, and the Conti Family Meeting Room shall not exceed 165 seated persons.

11. At the start of each meeting a representative of the group will announce to the assembly the proper way to exit the building during a fire drill or emergency situation, by pointing to the exits. This is required by ordinance. The representative will also announce that smoking is prohibited at all times.

12. Smoking and alcohol are strictly prohibited. Gambling is prohibited.

13. Refreshments may be served, if specified in the approved application. The organization must provide its own paper products. Any food or beverage remaining must be removed. All spills and traces of refreshments must be removed.

14. All trash and debris must be placed in the proper receptacles at the end of the event. The group must be responsible for furniture set-up and for returning the furniture to the original set-up.

15. Supplies may not be stored at the library for groups using the meeting room on a regular basis, with the exception of groups connected to the library by their charters.

16. Barring inclement weather or other disasters, cancellation by the booking group must be made no later than 24 hours before the scheduled event. Should the library close due to weather or other emergency, every effort will be made to notify the booking group. The library shall bear no responsibility for costs incurred by the booking group.

17. Parents are encouraged not to bring children under the age of six to meetings unless the event is specifically meant for children. If it is absolutely necessary to bring a young child, the parent must supervise the child and not allow him or her to leave the room, to run around in the room, or to deface any item in the room. The Library is a public building, and children under the age of 10 must be supervised for their safety. The library staff is not responsible for the supervision of children while adults are attending meetings.

18. If a meeting becomes disorderly or disruptive to other library patrons, as determined by the Director or the person in charge, the library reserves the right to halt the event and require that all participants leave the library. If the group applying for use of the room has previously engaged in disorderly conduct in the library or similar forums in the area, the library has the right to require an insurance certificate. The applicant is responsible for maintaining order of all participants, and adhering to all applicable municipal, state and federal regulations.

19. For individuals who wish to use the room to give a presentation on a topic in the area of their professional expertise, there is a fee of \$75.00 for the use of the room. No products or services may be sold and no business conducted.

20. Materials distributed at meetings must carry the name of the sponsoring organization. Remaining materials must be removed at the close of the meeting.

21. Permission to use the room does not constitute endorsement on the part of the Library of any particular organization's policies or beliefs. Opinions expressed are not necessarily those of the library or its trustees and/or employees. The applicant may not name the library as a sponsor or presenter in posters or any advertisements. The library may be indicated for location only.

22. Organizations are responsible for providing members and attendees with directions, parking information and an organizational contact name and phone number where questions about the event may be directed. There are also directions on the library website, [www.newprovidencelibrary.org](http://www.newprovidencelibrary.org) under FAQ's.

23. With advance notice, NPML audio-visual equipment may be reserved for Meeting Room use. The sponsoring organization is responsible for providing an experienced operator.

24. The Board of Trustees of the Library reserves the right to amend these rules and regulations at any time, and to limit the number and frequency of events.

25. No reservation is official until the Library Director or authorized representative signs the application and returns it to the applicant.

26. The meeting room must be vacated by 8:45 p.m. on nights that the library is open until 9, and 15 minutes before closing time on other days. If no Library employee or Library Trustee has agreed by prior arrangement to secure the premises, the room cannot be used beyond normal closing time.

27. NPML reserves the right to cancel or reschedule a confirmed reservation, if the Meeting Room is needed for Library purposes. As much advance notice as possible shall be given.

28. The undersigned also agrees that all meeting room privileges will be revoked if any of the above listed restrictions are violated either intentionally or accidentally for any reason. Additionally, the undersigned agrees to leave the room in a clean and orderly condition. A fee will be assessed if the room requires cleaning or repair as a result of use by the group.

I, \_\_\_\_\_(print name), have read and agree to all the policies and restrictions pertaining to the use of the Coddington Activity Room and the Conti Family Meeting Room, and accept full responsibility for any and all damages, and for any and all restricted items brought into the meeting room. I understand that I will be held fully responsible as described in the New Providence Memorial Library Meeting Room Policy.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

*All scout leaders of a troop must sign.*

Approved June 21, 2005

Revised June 16, 2009