LIBRARY MEETING SPACE POLICY
Plainsboro Public Library

Draft Proposed: Nov. 10, 1992

Meeting rooms are used for programs sponsored by the Library, Library Board of Trustees, Friends and Foundation of the Plainsboro Public Library, and other library and Township-related organizations. The meeting rooms are intended to further the library’s mission and fulfill its library service responsibilities. When Library activities are not scheduled, community groups engaged in educational, cultural, intellectual, charitable, or social activities may meet in the rooms.

The Library adheres to Article VI of the LIBRARY BILL OF RIGHTS adopted by the American Libraries Association Council, and endorsed by the New Jersey Library Association. The NJLA Intellectual Freedom Manual interprets the use of Library Meeting Rooms as follows:

If meeting rooms in libraries supported by public funds are made available to the general public for non-library sponsored events, the library may not exclude any group based on the subject matter to be discussed or based on the ideas that the group advocates.

Governmental, educational, community, and non-profit organizations may use the rooms. The use of the meeting rooms is not intended for individuals or private functions. The library meeting rooms may not be used by for-profit businesses or for any commercial activity. Permission to use the meeting rooms does not imply Library endorsement of the aims, policies, programs or public statements of any group or organization. Such permission is revocable and does not constitute a lease.

The use of a meeting room must be consistent with the provisions of this policy and may be denied: (a) where use is inconsistent with policy and/or regulation, (b) where there is a likelihood of physical hazard to participants or audience, (c) when there has been misuse of premises or equipment or violation of this policy by the organization in the past.

Application forms must be submitted for use of the meeting rooms. Completion of the Application Form is not a guaranteed acceptance. Applications falling within the provisions of this policy and regulations are approved by the Library Director. The Library Board of Trustees reserves the right to review all applications, and shall review applications not approved by the Director, if requested by the applicant.

REGULATIONS

A. Prohibited Uses

The meeting rooms may not be used:

1. For any function at which goods or services are advertised or sold whether for profit or to raise funds for non-profit organizations.

2. For any meeting for which admission is charged.

3. For any meeting likely to disturb library patrons in their customary use of library facilities, impede library staff in the performance of their duties, or endanger the library building or collection.

4. For the conduct of any unlawful activity.
B. Conditions on Use

1. A.D.A. - Organizations utilizing the meeting rooms are considered a public accommodation under the Americans with Disabilities Act (ADA) and are therefore responsible for providing auxiliary aids and services in compliance with the ADA.

2. Open to the Public - All groups using Library facilities must be of a civic, cultural or educational nature, free, open to and for the benefit of the general public, with the exception of:
   a. Courses of academic instruction, training sessions, workshops and other education meetings of bona-fide organizations* which are designed for specific audiences.
   b. Executive sessions of otherwise qualified organizations, when those executive sessions are carried out under the provisions of applicable state laws.

3. Applications - Application forms for use of a meeting room must be filled out completely, signed by the applicant, and submitted to the Library Administrative Office. Applicants must be legal adults.

4. Cleaning - The applicant must leave the meeting room and kitchenette, if used, in the same condition in which they were found. Groups which fail to meet this requirement will be charged for the cost of cleanup and may also lose the privilege of using Library facilities.

5. Damage - The applicant assumes full financial responsibility for theft, damage and/or personal injury resulting from the use of the facilities, and will sign a hold harmless agreement.

6. Equipment - The applicant may be granted permission to use the Library's media equipment, ONLY if a member of the group has been trained by the library staff in advance of the scheduled program. The applicant assumes full financial responsibility for misuse, damage or loss of the library equipment.

7. Food & Drink - Refreshments may be served at programs and meetings ONLY in the COMMUNITY ROOM. Limited kitchen facilities are available for this purpose.

8. No Alcohol - Alcoholic beverages are prohibited.

9. No Smoking - The Library is a smoke-free building. Smoking is not permitted in any area of the Library, including the meeting rooms.

10. Publicity - Organizations may put flyers for their event in the designated library area for flyers, subject to library approval. Organizations MAY NOT ask library staff to advertise events.

11. Reserved Area - Groups will limit their use of library facilities ONLY to the areas of the Library booked for their use.

12. Safety - Group members are responsible for making themselves aware of emergency exits and safety equipment, such as fire extinguishers.

13. Set-Up - The Library assumes NO responsibility for setting up or breaking down a meeting room for the applicant. Groups which fail to put away equipment or who stay beyond regular closing hours will be charged for staff overtime.

14. Supervision - Adequate adult (at least 21 years old) supervision must be present at all times when a group that consists of minor age (under 18) children uses a meeting room. The Library Staff will not be responsible for the supervision of children while adults are attending meetings in the Library.

15. Wall Use - No materials may be affixed to the walls or ceiling by any means whatsoever, except for the use of tacks in those areas where walls have tackable surfaces. Special markers and erasers are available at the circulation and reference desks for use on white boards. Please be certain to erase all residue when finished.
C. Scheduling

The Library cannot accept reservations for dance rehearsals (except for Library-sponsored programs.)

The Library accepts a limited number of regular programming series, as space permits. This is subject to Library review regarding continuing use.

All regular programming series reservations EXPIRE IN JUNE. Organizations may re-apply, subject to availability.

The Library reserves the right to cancel a meeting with two weeks advance notice for the purpose of a library program.

It is the responsibility of the group or organization to inform the Library Administrative Office if a meeting is cancelled not less than 24 hours in advance. The Library reserves the right to deny meeting rooms to organizations that fail to notify the Library of cancellations or frequently cancel meetings.

The meeting rooms may be used only during normal Library hours. No meetings are permitted before or after hours. Use of the rooms is limited to 2 hours (including set-up and clean-up time). Groups needing to use the Community Room longer than 2 hours will be required to pay a rental fee as outlined below.

Rental fees must be received within two days of confirming a reservation, and should be directed to the staff member who approved the application. If payment is made by check or money order, it must be made payable to Plainsboro Public Library. Any bank fees incurred by the Library for insufficient funds will be the responsibility of the applicant. Failure to pay invalidates the reservation.

The Library will return fees if a reservation must be cancelled due to inclement weather or other unforeseen circumstances at the Library. In case of inclement weather, please verify that the Library is open by calling 609-275-2897, or by checking the Library's website at: www.lmxac.org/plainsboro. The Library will return fees in full, when notice of a cancellation is given two weeks in advance of a scheduled reservation. With less notice, the Library will not refund fees, but will reschedule the event for another date.

Absolutely NO meeting rooms may be reserved for the months of the Library’s Summer Programs.

D. Fees:

<table>
<thead>
<tr>
<th>Community Room</th>
<th>First 2 hours (Includes set up and break down)</th>
<th>Additional Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non Profit/ Educational</td>
<td>Free</td>
<td>$50/hr</td>
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<tr>
<th>Program Room and Science Center (Limited availability)</th>
<th><strong>Primarily used for YS programs</strong></th>
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<tbody>
<tr>
<td>Non Profit and Educational</td>
<td>No Charge (2 hour maximum)</td>
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Waiver of Regulations

Exceptions from specific regulations and fees in this policy may be made only at the discretion of the Library Board and/or the Library Director.
Plainsboro Public Library Room Reservation Form

Name (Print) ___________________________________________  ___________________________________________  

last first

Address: ________________________________________________________________

E-mail: ________________________________________________________________________________________________

Phone: ________________________________________________________________________________________________

Driver's License __________________________

Group Name: ________________________________________________

Has the Group Previously Registered? Yes ☐ No ☐

* If Yes, by whom? _______________________________________________________________________

Room reserved: __________________________________________

Date of Use ___________________________  End Date (if applicable) ______________

Times of Use: ___________________________

Equipment requested: ___________________________  Training by Library staff needed? Yes ☐ No ☐

Payment:

☐ No Fee

☐ Donation/In kind service, per special arrangement

☐ Fee $_____

In consideration of the use of meeting space at Plainsboro Public Library, we agree to pay for any damage to any property of the Library/Township resulting directly or indirectly from the conduct of any member, officer, employee or agent of the group, or anyone in attendance.

We have read and agree to abide by Plainsboro Public Library’s policies governing the use of the Library’s Meeting Areas. We also agree to defend and hold harmless and indemnify the Township/Library and any of their employees or agents from any claims, suits, or other actions arising from, caused by, or which are the result of any alleged act or omission of any organization, corporation, guest, invitee, licensee, visitor or other person present on the Library premises for the purpose of participating in, organizing, assisting, enjoying, supervising or in any other way furthering the activity to be held.

Applicant signature: ____________________________________________  Date ___________________________

Library staff signature: ____________________________