

The Rutherford Public Library

Policy & Regulations on the Use of Library Meeting Space

MEETING ROOM POLICY

The auditorium of the Rutherford Public Library is provided to enhance library services to the people of Rutherford. The auditorium exists primarily for the use of library staff to present library-sponsored programs. When not in use for library-sponsored events, the auditorium is available for free use by community groups that meet the Library's regulations and for purposes that are consistent with the Library's mission, goals, and objectives.

It is understood that in all cases the regular library activities or organizations of the Library shall have first preference in requests for the use of the auditorium. Where an application is approved for use that conflicts with a library activity, the rescheduled library activity and organization take precedence over the scheduled outside activity. The Library reserves the right to cancel reservations for the auditorium if that space is needed for library activities and/or to provide substitute facilities.

First preference will be given to groups that are using or sponsoring the use of Rutherford Public Library materials or programs. Examples of this category include Friends of the Library of Rutherford, local history clubs, and book discussion groups. Use of the room by the Library or Borough governing authorities or departments for any purpose shall be permitted.

Second preference will be given to non-profit, cultural, scientific, humanitarian, self-help, educational, and community-service groups whose purpose in meeting is to provide information, study, or discussion related activities. Examples of this category are environmental organizations, social service agencies, hobby and special interest groups.

Third preference will be given to rental of the auditorium by not-for-profit and profit-making organizations for programs not related to the Library or its mission.

The Rutherford Public Library's auditorium is not available for private social gatherings, fundraising for other organizations, commercial purposes, or the benefit of private individuals or commercial concerns. The auditorium is not available to organizations whose primary business is offering classes or workshops for profit or academic credit. Free use of the auditorium is not provided for groups whose meetings are closed to the general public. The sale or promotion of products or services, except in conjunction with a library program, is prohibited. Names of participants may not be collected by program presenters for later financial gain.

The auditorium will be available to groups in the community regardless of the beliefs and affiliations of their individual members. The fact that a group is permitted to meet in the Library does not in any way constitute library endorsement of the group's policies or beliefs.

The Rutherford Public Library will permit the use of the auditorium when such permission has been requested in writing and the Library Director approves the application. Approval by the Rutherford Public Library Board of Trustees is only required when an exception to this policy is

needed to authorize the use of library space. Unless a restriction is contained in this policy, the Board delegates the authority to make a decision to the Library Director. The Board reserves the right to withdraw permission for use by outside organizations after it has been granted.

The Library reserves the right to reject a reservation request if the anticipated meeting is likely to be unreasonably disruptive to regular library functions, too large for the applicable room capacity, disorderly, dangerous to persons or property, or in any other way inconsistent with or in contravention of any of the terms and conditions of this policy. In determining whether such a likelihood exists, the Library may take into consideration the contents of the application form, the history of the group's meeting room use of the Library, the history of the group's use of meeting facilities elsewhere, and such other information as may be deemed appropriate.

The Library reserves the right, in its reasonable discretion, to determine whether any proposed use of a meeting room will require a police detail or other extraordinary police protection, and if so the anticipated cost thereof. In making this determination, the Library may take into consideration the contents of the application form, the history of the group's meeting room use in the Library, the history of the group's use of meeting facilities elsewhere, and such other information the Library deems appropriate, and may consult with the Chief of Police or his designee. If the Library determines that such police protection will be reasonably necessary, the group seeking to reserve the use of a meeting room shall be required, as a condition of such reservation, to pay to the Library by such date in advance of the meeting as the Library reasonably sets, the anticipated cost of such police protection, and such sum shall be applied thereto, with any surplus being returned to the group after the meeting.

Rental of Library Space

Rental of the auditorium is available for programs not related to the Library or its mission, except as outlined below.

The auditorium may be rented by not-for-profit and profit-making organizations, however, library space may not be used for private social gatherings, fundraising for other organizations, or any event that might pose a threat to the safety or security of the Library's collections, building, staff, users or persons in attendance at the event, or which might significantly disrupt access to the Library's collections or programs.

The following general rules apply to approved rental programs:

1. Entrance fees may not be charged nor donations requested.
2. Rental programs are not open to the public.
3. The Library prohibits use of its name by outside organizations without prior written approval.

Insurance will be required from each commercial user of the Library (defined as a for-profit entity utilizing the Library whose primary purpose is to make a profit). Each user shall present evidence of the purchase of organizational liability insurance for at least \$1,000,000.00 in coverage or in such other amounts as the Library deems necessary. The Library shall be named

as an additional insured under the policy. The user shall indemnify and save and hold harmless, including the reimbursement of reasonable attorneys fees and litigation expenses, the Borough of Rutherford and the Rutherford Public Library, its employees, servants, and administrators from any and all liability arising out of the use of the Rutherford Public Library's premises or property. Users shall be financially liable for damages to the auditorium and for proper chaperonage.

The Board shall annually approve a schedule of fees for the use of Library auditorium. This function shall not be delegated to the Director.

Rental Fees

1. Not-for-profit Organizations

The following fees apply to the rental of the auditorium for use by organizations that provide adequate documentation of their non-for-profit status.

Hourly Rate: \$30.00

2. For-profit Organizations

Hourly Rate: \$75.00

The rental fee must be paid one week in advance of the program. In addition to any applicable fees, all applicants will be required to pay for (1) all custodial and security services required over and above the Library's normal expenses during business hours to accommodate the event and (2) custodial or security services required during non-business hours, at the following rates:

\$22.50 per hour Monday-Saturday

\$30.00 per hour Sunday-Holiday

MEETING ROOM REGULATIONS

1. A Meeting Room Application must be completed and signed by the group requesting use of the Auditorium at least twenty (20) days prior to the date desired. Tentative reservations made by phone will be honored for twenty-four hours prior to the application form being submitted.
2. The organization in whose name the reservation has been confirmed shall be the same organization conducting the meeting for which the application is made. Applicants must be at least 21 years of age. Preference is given to residents and organizations of Rutherford.
3. Reservations may be made no more than twelve months in advance of the meeting. The Library shall have the right to limit the number of meetings held by any organization in order to make space available to as many groups as possible. Reservations will only be made only for the dates listed on the application. Additional applications must be made for additional times.
4. The auditorium is in heavy demand. The signed Meeting Room Application constitutes an agreement that a meeting will take place. If a meeting is cancelled, the Library must be notified as soon as possible so that this space may be made available to others. Failure to notify the Library that a meeting has been cancelled will be cause for refusing future requests by that group for meeting room space.
5. Neither the name nor the address of the Rutherford Public Library may be used as the official address or headquarters of any organization. The Library's name may be used only in reference to location, not sponsorship. No mail or shipments of materials will be accepted for organizations or individuals. The Library's phone number shall not be used by any group in meeting announcements.
6. Each group using the auditorium shall be responsible for damage to the room and its contents, including walls, floor coverings, tables, chairs, kitchen equipment and/or fixtures and any other contents of the room. A minimum charge of \$30 will be assessed for any special cleaning or repairs made necessary by a group. The full cost of repairs, up to full replacement costs of damaged materials and equipment, will be assessed. After the meeting, a representative of the organization must meet with a library staff member to check the room and record the number of participants at the meeting.
7. Neither the Library nor its employees shall assume responsibility for any property of groups or organizations. At the end of each meeting, all of an organization's property must be removed from the Library.
8. The auditorium is available during the hours the Library is open to the public. The Library Director may make pre-arranged exceptions for use of the auditorium after closing for which groups agree to pay a fee of \$22.50 for each hour or portion of an hour past normal closing time on Mondays-Saturdays and \$30.00 per hour on Sundays or holidays.
9. Meetings must end soon enough to ensure that the auditorium is cleaned, restored to its original configuration, and vacated prior to the time that the Library closes to the public. A special assessment of \$50 for each hour or portion of an hour past the normal closing time will be charged unless prior arrangements for a late meeting have been approved, and the group will not be allowed to use the auditorium again until the fee has been paid.

10. Decoration of meeting rooms shall be kept to a minimum. Tacks, nails, glue or tape shall not be used on walls, furnishing, or equipment.
11. Tipping of library employees is not permitted.
12. Smoking is not permitted on library premises.
13. Light refreshments are permitted, but with the exception of coffee and tea, they shall not be prepared on library premises. The serving of alcoholic beverages is strictly prohibited.
14. Any special table or seating arrangements shall be the responsibility of the group using the auditorium. When scheduling, groups should allow extra time for setting up the room before the meeting is to start and for returning it to its original configuration.
15. Groups shall not exceed the legal posted capacity of the auditorium. Open aisles must be maintained within the seating arrangement to provide clear access to exits.
16. Groups may arrange to use library audio/visual equipment and piano. However, no one shall operate library equipment unless they are properly trained by library staff.
17. The library staff is not responsible for the supervision of children while adults are attending meetings.

This policy is determined by the Library Board of Trustees and is subject to periodic review and/or revision at the discretion of the Board. Appeals may be submitted to the Board in writing.

Adopted by the Rutherford Public Library Board of Trustees: September 13, 2005

Rutherford Public Library
MEETING ROOM APPLICATION

Please read the Policy & Regulations on the Use of Library Meeting Space before completing this form.

Date of Application _____

Name of Organization _____

Non-Profit For-Profit

Name of Contact Person _____

Position in Organization _____

Address _____

Phone _____ (Day) _____ (Eve)

Program Information:

Date(s) _____

Hours _____

Type of Activity

Expected Attendance: Adults _____ Children _____

Will refreshments be served? _____

Room Rent: \$ _____ Custodial Fee: \$22.50 per hour during non-business hours (Mon-Sat)

We have read and agree to abide by The Rutherford Public Library's policies and procedures governing the use of the Library's auditorium. We also agree to indemnify and hold harmless the Library and the Borough of Rutherford ("Borough") from and against any and all expenses (including actual attorneys' fees), claims, suits, injuries, damages, losses, judgments and

consequential losses and damages, sustained either by reason of or arising out of or in any way connected with Applicant's use of the Library's facilities or its failure to comply with the terms and conditions of the Library's Policy & Regulations on the Use of Library Meeting Space. Applicant shall defend, at its sole expense, any action or proceedings brought against the Library and/or the Borough in such regard, including the settlement or compromise thereof, provided that the Library and/or the Borough may participate in the defense of any claim or action, including compromise or settlement, without relieving Applicant of any obligation hereunder. The indemnity, hold harmless and defense provided hereunder shall be fully operative in every instance, except where the expense, injury, damage or loss is occasioned or caused by the sole and exclusive negligence of the Library and/or the Borough, whether by act or omission. Such indemnity, hold harmless and defense shall be provided in full by the Applicant in the event the expense, injury, damage or loss is occasioned or caused by or attributable to both Library and Applicant, regardless of the percentage or proportion so occasioned or caused by or attributable to each.

Profit and commercial applicants will obtain organizational liability insurance for each event to be conducted at the Library and furnish a certificate of insurance to the Library evidencing insurance of not less than \$1,000,000.00 in coverage or in such other amounts as the Library deems necessary.

The undersigned is authorized to execute this agreement on behalf of this organization.

Name of Applicant _____

Signature _____

Title _____

Date _____

Please return this completed form to the Library, no less than 20 days before your scheduled use of the room, along with:

___ Certificate of Insurance, \$1,000,000 or more (required for commercial uses of library space)

___ Check payable to The Rutherford Public Library (required for room rentals)

If you have questions, please call the director at (201) 939-8600

Approved _____ Date _____

A copy of this application will be mailed to you as confirmation if requested.