

Louis Bay 2nd Library and Community Center Meeting Room Policy

POLICIES

The Library desires to provide an opportunity to bring together the resources of the Library and the activities of the community by providing space for group meetings and events. To achieve this purpose, meeting room space is made available to groups for educational, cultural and civic purposes without discriminatory restrictions.

Priority will be given to

- Programs sponsored by the Library, the Friends of the Library and the Hawthorne Community Library Foundation.
- Hawthorne non-profit organizations
- Passaic County non-profit organizations.
- Professional or commercial organizations for informational, and/or educational purposes, with Board approval and for a fee. However, in order to use the meeting room, it is essential that an organization, whether it is a non-profit or for profit group, has insurance coverage of its own.

To encourage the cultural life of the community of Hawthorne, meeting room space may occasionally be provided at no charge to organizations that enrich the community by providing exhibitions of music, dance, art and other cultural performances that enhance the lives of community members. This waiver of fees will occur at the discretion of the Library Board Trustees.

Meeting rooms may not be used for purely social purposes or by private individuals to transact commercial business. The library will not exclude any group based on the subject matter to be discussed or based on the ideas that the group advocates.

The fact that a group is permitted to meet at the Library's facilities does not in any way constitute an endorsement of the groups by the Library or an endorsement of their policies or beliefs.

Neither the name nor the address of the Library may be used as the official address or headquarters of any organization.

Lectures or seminars by professionals or commercial associations for informational/educational purposes will be permitted at the following rates:

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Available Facilities

Meeting Room for <u>4 hours</u>, including setup/breakdown	Capacity	Fee
Room A+B (Entire Room)	170 people	\$200
Room A (Smaller section of Community Room)	80 people	\$100
Room B (Larger section of Community Room)	90 people	\$125
Room C)	30 people	\$75

GENERAL RULES

All meetings on Library premises, even those intended mainly for the existing members of a group, must be completely open both to the staff of the Library and to the general public.

Meeting Rooms will be available will begin no earlier than the normal start time for the Library and end 15 minutes prior to the normal closing time for the day; specifically,

Monday-Thursday 9:00 am to 8:45 pm

Friday 9:00 am to 5:15 pm

Saturday 10:00 am to 4:45 pm

Requests for the use of a meeting room on Sundays and holidays or other times when the Library is closed will be considered at the discretion of the Library Board of Trustees and the Director and may include an additional hourly fee.

No admission fees may be charged by any group using the meeting room except by the Friends of the Library (an organization whose events benefit the Library). This does not apply to paid registrations for conferences, materials charged for seminars or dues normally collected by organizations that meet at the Library.

Smoking, serving alcoholic beverages and gambling are prohibited.

Doorways must be left free of obstacles. With the exception of tables and chairs, no objects or structures in the meeting rooms may be moved and/or removed unless prior notification is given to and permission is granted by Staff

Nails, screws or other devices, which may mark Library property, are not to be used. When using art supplies, e.g., markers, glitter, glue, etc., plastic sheeting or newspaper must be used to protect the tables.

Rooms must be clean of all litter when meetings close.

A member of the Library staff must train members of the public who wish to use projection

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equipment belonging to the Library. Any individual or group using Library equipment is responsible for any damage to that equipment.

Any display material must be installed and removed by the members of the organizations.

Light refreshments may be served in the meeting rooms but must not be carried into other parts of the building. Kitchenette is available for food preparation. The kitchenette must be left clean after use.

No printed or promotional materials may be distributed or displayed on Library property for publicity purposes without prior approval of the Program Coordinator.

The Library may not be identified as a sponsor. No product may be offered for sale unless the sales are part of a program sponsored by the Hawthorne Community Library Foundation or the Friends of the Library since profits from these programs benefit the Library.

The applicant must assume responsibility for the conduct of the users and for any damage to the building and/or its equipment.

Failure to abide by the rules may result in cancellation or refusal of future reservations

PROCEDURES FOR APPLICATION

- 1) Application for the use of the meeting rooms must be made in writing on a form supplied at the Library a minimum of 30 days before the event. The initial application to use the meeting room must be made to the Louis Bay 2nd Library Board of Trustees. Any organization that has previously been approved by the Board may subsequently be approved by the Library Director.
- 2) In consideration of the use of a meeting room, each organization agrees:
 - a) It will pay for all damage to any property of the Louis Bay 2nd Library resulting directly or indirectly from the conduct of any member, officer, employee or agent of the organization, or any of its invitees.
 - b) It will save harmless and indemnify the Louis Bay 2nd Library from and against any and all liability which may be imposed upon it for any injury to persons or property caused by the organization or any other person in connection with the meeting.
 - c) Proof of insurance, in the form of a certificate naming the Library Board of Trustees as an additional insured party, must be provided before approval is granted.
 - d) It is understood that the Louis Bay 2nd Library assumes no responsibility whatever for any property placed in the library in connection with a meeting; and that the Louis Bay 2nd Library is hereby expressly released and discharged from any and all liability for any loss, injury or damage to persons or property which may be sustained by reason of a meeting.

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- 3) A new Application for Meeting Room & Library Meeting Room Policies use must be filed each year.
- 4) If a group wishes to cancel its reservation, it shall immediately notify the Library Program Coordinator not less than twenty-four (24) hours in advance.
- 5) The Louis Bay 2nd Library Board of Trustees assigns to the Library Director the right to revoke permission to use a meeting room when he/she deems it necessary. Upon adequate notice a minimum of forty-eight (48) hours should be given, but may not be if the library is forced to close due to an emergency. The Board reserves the right to waive any charges under certain conditions.