

Meeting Room Usage Agreement

Meeting Room Policy

The primary purpose of the Scotch Plains Public Library's meeting room is to support library programs and activities. Therefore, library and library sponsored programs take precedence over all other activities in the scheduling of its meeting room space. The Scotch Plains Public Library reserves the right to prioritize meeting room use based on the following criteria:

1. Library meetings or Library sponsored programs.
2. Scotch Plains Township official meetings (including Scotch Plains Fanwood Public School related meetings), Union County, State, or Federal official meetings.
3. Non-profit community organizations based in Scotch Plains.
4. Use of the room by other groups and organizations may be considered on a case-by-case basis considering the value of the event to the Scotch Plains community.

The meeting room is not available to organizations based outside of Scotch Plains, commercial enterprises, or for private social functions. In addition, it may not be used for political or religious meetings.

Reservation of the Meeting Room

Applications for use of the meeting room must be submitted at least thirty days in advance of the date requested and must be reserved by an adult Scotch Plains cardholder in good standing.

Space cannot be reserved more than 3 months in advance and no groups are permitted to use the meeting room on a continuing basis for regularly scheduled meetings. The meeting room is not available for use on Saturdays.

The Library reserves the right to approve or reject request for meeting room use based on the availability of space and whether the proposed usage complies with the regulations set forth in this policy.

Download the Application for Use of the Meeting Room [here](#) or request a copy in person at the Library's circulation desk. Applications must be submitted to the Administration office in person or via email at director@scotlib.org. Dates cannot be reserved by phone.

The library reserves the right to prohibit or terminate use of the premises at any time if the conduct of the group interferes with staff work or patron use of the library, is disruptive to library service or patrons, or is abusive or dangerous to the building, library materials, exhibits, furnishings, or individuals in the building.

In the event that the Library should close due to a weather or other emergency, every effort will be made to notify the booking group in a timely manner. The Library shall bear no responsibility for any associated program costs incurred by the booking group.

Fees for the Use of the Meeting Room

Meeting room fees will not be charged to Library or Governmental organizations. Donations to the Library Gift Fund in lieu of any fees are graciously accepted.

Hours of Use

The meeting room is available for use during regular library hours, with the exception of Saturday. All meetings must end 30 minutes before library closing time to allow cleanup and exit before the library is locked.

Set-up of the meeting room will be done by library personnel prior to the event. The library will not open prior to its normal hours of operation for room set-up.

Additional Rules for Use of Meeting Room

The following additional rules apply when using the Library's meeting room:

1. All meetings scheduled in the Library must be open to the general public. Groups may not charge admission fees for a meeting room event. Promotions or sales of services, products, merchandise, materials, or other items are prohibited.
2. The meeting room is to be used for the stated purpose on the Usage Agreement only.
3. Fundraising is prohibited, except for the benefit of the Scotch Plains Public Library or the Friends of the Scotch Plains Public Library.
4. Application for use shall be by a registered cardholder who is a resident of Scotch Plains.
5. Selling of articles or pieces of artwork is not permitted.
6. Authors and musicians are permitted to offer their books or CDs for sale after a speaking engagement or performance.
7. If the room is to be used by minors, the application must be made by an adult who will attend the meeting and be responsible for the conduct of those present.
8. A representative from the group must both sign in at the circulation desk and sign out when leaving recording the actual number of attendees.
9. Light refreshments may be served with prior approval. A refundable custodial fee of \$50.00 applies when bringing food into the meeting room. Groups must provide their own supplies and are responsible for cleaning up the room when finished. Kitchen facilities are not available and storage for food cannot be provided.
10. Areas designated as staff lounges are for the use of Library staff only.
11. Tobacco, alcohol, and games of chance are prohibited.
12. Groups may not hang signs, posters, displays, or other decorations in the meeting room.
13. The sponsoring group or individual making application for use of the meeting room assumes all responsibility for damage to library property and for leaving the premises in the condition in which it was found. This includes the arrangement of furnishings and the cleanup of trash.
14. The Library is not obligated to lend Library equipment. The meeting room has built-in A/V equipment and free wireless Internet. A group may bring its own laptop to connect to our video equipment. Please notify us in advance of any needs and to arrange for an introduction to the Library's A/V equipment.
15. Groups must provide their own supplies such as pencils, paper, easels, etc. Supplies cannot be stored on premises.
16. Any publicity referring to an event by a non-Library group should clearly designate the sponsoring organization and explicitly state that the Scotch Plains Public Library does not endorse the policies, beliefs, or activities of the sponsoring organization.
17. All incorporated groups wishing to use the Meeting Room must have liability insurance to cover their meeting.



Disclaimers

Permission to use the meeting room does not imply Library endorsement of the goals, policies, or activities of any group or organization.

The Library is not responsible for loss or damage of equipment, supplies, materials, or any personal property owned by those sponsoring or attending meetings at the Library.

Adopted October 7, 2015



Meeting Room Usage Agreement

Today's Date: _____

Organization Name: _____ Phone Number: _____

Organization Address: _____

Organization Website: _____

Is the organization a non-profit? Yes No *If yes, please provide documentation of non-profit status.*

Authorized Representative/Individual Making Applicaton: _____

Address & Phone number: _____

Scotch Plains Library Card Number: _____

Meeting Date Requested: _____ Start Time: _____ End Time: _____

Estimated Attendance: _____

Purpose of Use: _____

Person Responsible At Time of Event: _____

Will you be serving refreshments? Yes No *note: All equipment and leftover food must be completely removed when vacating premises. Refundable custodial fee (\$50) applies.*

Will you require the use of the Library's A/V equipment? Yes No *note: Laptops are not provided.*

Will you require table(s) and/or chairs? Yes No

If yes, please describe the arrangement: _____

In consideration of the use of the Scotch Plains Public Library's meeting room, the organization agrees that (a) it will pay for all damage to any property of the Scotch Plains Public Library resulting directly or indirectly from the conduct of any member, officer, employee, or agent of the organization or any of its invitees; and (b) it will save harmless and indemnify the Township of Scotch Plains and the Scotch Plains Public Library from and against any and all liability which may be imposed upon them, or either of them, for any injury to persons or property caused by the organization or any other person in connection with the meeting.

It is understood that the Township of Scotch Plains and the Scotch Plains Public Library assume no responsibility whatever for any property placed in the Library in connection with a meeting or exhibit; and that the Township of Scotch Plains and the Scotch Plains Public Library are 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 reasons of a meeting.

I have completely read and fully understand the above statement and all other policies, rules, and disclaimers governing the use of the Scotch Plains Public Library meeting room, and on behalf of my organization agree to abide by them.

Signature Date

For office use only: Approved Yes No Staff Signature: _____ Date: _____