



SPOTSWOOD PUBLIC LIBRARY

548 Main Street
Spotswood, NJ 08884
732-251-1515

www.spotslibrary.org
To read. To learn. To discover.

LIBRARY MEETING ROOM POLICY

The Library Board encourages the use of the Helen Aaroe Memorial Meeting Room by the citizens of the community for their convenience. To assure all citizens that the facilities are available and in excellent condition for their use, the following policies have been established.

APPLICATION

1. Requests for use of the room are to be submitted in writing to the Library Director by filling out the required application form [attached]. This form will be kept on file in the library.
2. The Library Board reserves the right to approve or deny any application for use of the said room.
3. Applications must be submitted to the Library Director not less than 14 days prior to the date requested for use.
4. The application is not transferable.
5. The application shall be reviewed and approved or denied by the Library Director within the policies as established.

ELIGIBLE ORGANIZATIONS

1. The requirements of the library program shall receive prior consideration in the assignment of library facilities.
2. The room is available for regular meetings or other activities open to the general public for which no admission charge is made or any contribution solicited or accepted or by Spotswood community groups, service groups or Municipal Departments.
3. The Library does not discriminate on the basis of age, gender or nationality or religious **or** political affiliation; however, no meetings may be held for religious worship or instruction.
4. All programs must be open to the public free of charge. All meetings of non-profit and community organizations must conform with all local, state and federal laws and regulations and must be open to the public.
5. Selling or promotion of products or services shall not be permitted.

SUPERVISION

1. The Helen Aaroe Memorial Room is the primary meeting space at the library. Due to the library's limited space and possible community need, at the Director's discretion, meetings may be held on the library floor.
2. Meetings are limited to 24 people. Adults may not leave unsupervised children in the library while attending a meeting; children should remain with adults in the meeting room during a meeting.
3. Hours for use of said room are limited to the hours that the library is open.
4. There must be one adult for every ten children present.
5. No changes are to be made in the arrangement of library furniture or equipment without the permission of the Library Director. The user shall be responsible for returning furniture and equipment to its original position at the conclusion of the meeting.
6. Smoking is not permitted in the Library.
7. Consumption of intoxicating beverages in any form or mixture shall not be permitted on Library premises, nor shall any person possessing the same be allowed on said premises.
8. All refreshments and serving equipment required must be provided by the reserving organization.
9. Applicant shall leave the facility in clean condition. The Library has a vacuum which can be borrowed and used, when necessary. Other cleaning supplies are the responsibility of the applicant. Failure to return the Meeting Room to its original condition may result in denial of future use of the room.
10. Glue and paints are not to be used on unprotected tables. Applicant is responsible for providing the necessary drop cloths to protect Library furniture. Glue or paint residue found on tables will be the responsibility of the applicant. Repeated failure to maintain cleanliness of Library furniture will result in denial of future applications for meeting privileges.
11. The applicant using the building shall be held responsible for all damages which are caused by or result from its activity and shall make reparations to the Library Board for the full amount of any and all such damages.
12. Items stored by the Children's Librarian in the Meeting Room are prohibited from use, under any circumstances. Unauthorized use of these materials/supplies will result in immediate denial of all future meeting privileges.
13. The Library Board reserves the right to take any action necessary to preserve order or to protect the property and facilities within its jurisdiction at the expense of the offender.
14. In the event of any dispute or controversy regarding the true interpretation or meaning of anything contained in this policy statement, the judgment of the Library Board concerning such controversy or dispute shall be final.

15. Any and all violations of these policies and rules by any group or organization shall be reported in detail by the Library Director to the Board of Trustees which shall take action as it may deem necessary.

16. The foregoing policy may be amended or changed at the discretion of the Library Board.

17. This policy also applies to meetings held in the Library, but not in the Meeting Room.

April 1985

Reviewed April 1995.

Revised 20 November 2003.

Revised 18 March 2010



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APPLICATION FOR USE OF LIBRARY AS A MEETING FACILITY

Date _____

Name of Organization _____

Name of President _____

Name of responsible person _____

Address _____

Phone # _____ Email _____

Purpose of function _____

There will be one adult for every 10 minors Yes _____ (Check if Applicable)

Police notification of room use Yes _____ Open to the public Yes _____ No _____

Refreshments served Yes _____ No _____ Crafts supplies used Yes _____ No _____

Date(s) room is desired:	Weekly	Monthly
_____	_____	_____
_____	_____	_____
_____	_____	_____

Estimated arrival time _____ Estimated size of group _____

I HAVE READ THE SPOTSWOOD PUBLIC LIBRARY MEETING POLICY AND WILL ADHERE TO SAME. I UNDERSTAND THAT FUTURE APPLICATIONS MAY BE DENIED IF I FAIL TO COMPLY WITH THIS POLICY.

SIGNATURE

FOR LIBRARY USE ONLY

Approved _____

Date _____

Disapproved _____

DIRECTOR'S SIGNATURE