

Caldwell Public Library

MEETING ROOM POLICY

The Library offers meeting room space during normal operating hours for Library-related activities and as a resource for the community. Policies and procedures governing the use of the space ensure that it is available in an equitable manner and does not interfere with the library's mission.

- Library-sponsored activities take precedence in scheduling the use of the room.
- The Library reserves the right to cancel the reservation if the space is needed for a Library – sponsored program. All attempts will be made to notify the sponsoring group no less than 48 hours notice.
- When the meeting room is not scheduled for Library-sponsored activities it may be used by organized Caldwell/West Essex groups holding a meeting of a civic, cultural, or educational nature.
- The meeting room may not be used for commercial purposes, for purely social purposes, or for meetings that benefit private individuals, companies, or associations.
- No admission fees, free will offerings, or dues may be collected on the Library premises except by the Caldwell Public Library Foundation.
- In the event of conflicts of non-Library sponsored activities, preference will be given to meetings open to the public.
- Continuing and frequent use, as determined by the director, by any non Library-related group is not permitted.
- The Library Director reserves the right to refuse meeting room access to organizations that have previously violated any library policies.
- All Library policies must be followed while using the meeting room, including, but not limited to, the Behavior Policy.
- Food and drink may not be served in the meeting room unless written approval has been secured from the Library Director.
- Barring inclement weather or other natural disasters, cancellation by the sponsoring group must be made no later than 24 hours prior to the scheduled event. Failure to cancel may jeopardize future use of the space. Should the Library close due to inclement weather or facility emergency, every effort will be made to notify the party making the application. The Library shall bear no responsibility for costs incurred by the booking agency.
- Groups and individuals may not use the Library's name, address, or telephone as their official address or contact information.
- Groups and individuals may not publicize their activities in such a way as to imply Library sponsorship. All publicity must state: "Caldwell Public Library does not endorse the policies, beliefs, or activities of the sponsoring group."
- Groups and individuals using the Meeting Room assume all responsibility and liability for property damage or personal injury or loss sustained by any attendee, and hold harmless the Caldwell Public Library, its employees, the Board of Trustees, and the Borough of Caldwell from any and all liability arising from the use of the room. This includes, but is not limited to, the reasonable cost of attorney fees and expenses incurred in the defense of any litigation against the library or Borough arising out of use of the Meeting Room.
- Nothing may be attached to the walls or ceilings of the meeting room and the room must be cleaned up after use with all tables and chairs neatly stacked at the end of the meeting, unless specific instructions were given by the staff.

- Set-up and clean-up time must be factored into the time requested. Programs must conclude 15 minutes before closing time.
- No group will be permitted to use the meeting room if that use poses a potential disturbance to the normal operation of the Library and surrounding area (e.g., excessive noise, a safety hazard, or a significant security risk).
- The organizational representative, at least eighteen (18) years or older, signing the Meeting Room Usage Agreement must be in attendance to conduct and/or monitor the meeting. The representative may appoint a designee from the organization, also eighteen (18) years or older, to attend in their place if they are unable to attend. The library must be given notice of the designee's name, title, address, and telephone number in advance.
- Failure to abide by meeting room privileges may result in being denied current and future use of the meeting room.

Adopted by the Board of Trustees on November 15, 2023

MEETING ROOM USAGE AGREEMENT

Note: The following are the items in the policy that we thought should be covered in the Meeting Room Usage Agreement. Since we did not have a copy of that document, we removed those items from the policy and put them here, waiting to be integrated into the agreement document.

- There is a \$25.00 facilities fee for any organization that is not a department or commission of the Borough of Caldwell or the Caldwell-West Caldwell school district. This fee must accompany the application. **Nowhere do we state how long they can use the room. Does \$25 get you the entire day? A 2-hour period? This must be clarified.**
- **The agreement application must be sent to the director at least X days/weeks in advance of the desired date, up to Y weeks/months in advance.**
- Preparation of the room and clean-up following the meeting are the responsibilities of the group requesting use of the room. The library cannot undertake to care for or store any materials for groups using the meeting room. In addition to the facilities fee, the library reserves the right to charge a clean-up fee, generally ranging from \$25.00-\$50.00, at the discretion of the director based on the cleanliness of the room after the meeting. The group will also be responsible for any damage to library property.