



MEETING ROOM POLICY

Revised and adopted by the Board of Trustees, October 2013

Permission to use the Library Meeting Room Space in no way implies Library sponsorship or endorsement of any group or its program. The Library has three (3) meeting rooms (the Community Room, Meeting Room B and C) available for public usage. Rooms must be reserved at least 7 days in advance and in accordance with the guidelines below.

APPLICANT GUIDELINES

- Meeting rooms may ONLY be used for educational, civic, and cultural purposes. Rooms may not be used for sectarian, religious, political, or partisan meetings.
- Rooms may ONLY be reserved by local non-profit 501(c)(3) organizations and community groups, NOT individuals. The 501(c)(3) Non-Profit Determination Letter issued by IRS needs to be on file to reserve a room.
- The following groups, as well as any group that cannot provide 501(c)(3) non-profit certification, are explicitly prohibited from using a meeting room: tutoring groups, groups with political or religious affiliations of any type, or study groups.
- Applicant must be a resident of Middlesex Borough – ID must be shown as proof of residency.
- Must be 18 or older to reserve a room.
- Applicant is responsible for maintenance of the meeting room. If room is left disorderly, a fine of \$50 will be assessed. Applicant is liable for damages, repairs and theft of room, any contents, and/or equipment.
- Applicant must complete the application form in its entirety, including signature.

RESERVATION GUIDELINES

- Meeting rooms are not open to the public. A reservation is required in order to use the meeting rooms.
- Reservations MUST be made a minimum of 7 days prior to the date of the meeting. The Library reserves the right to deny any reservations made less than 7 days in advance.
- The Community Room can only be reserved once per month by the same organization. Meeting Room B and C can be reserved a maximum of twice during the same month by the same organization.
- Meeting rooms may only be reserved for a 3-month period. Only at the end of that period may another 3-month period be reserved by filling out a new application form.
- Meeting rooms may only be used during the Library's operating hours (see website).
- In the event of inclement weather, it is the responsibility of the group that reserves the room to contact the Library to find out library operating status and notify people if the library is closed due to inclement weather.
- Request is not binding until confirmed by the Library via phone or email.
- If extra set-up time is needed, please include it in the reservation. Library will allow people to enter the meeting room based on the requested starting time.
- Library staff will designate which room will be assigned to an organization based on different variables. Requests made on the reservation application for specific rooms are not guaranteed.
- Should the number of attendees exceed the legal capacity of the room at the time of meeting, the Library reserves the right to deny organization access to the meeting room. Completion of a Meeting Room Application does not guarantee approval for use of a meeting room.
- Any cancellation or change to the confirmed application must be reported to the Library immediately.

MEETING GUIDELINES

- No food or drink is allowed in the meeting rooms.
- No solicitation of any kind is permitted in Library meeting rooms. This includes, but is not limited to, the selling of goods/services, fundraising, and/or admission charges. Solicitation of money is prohibited except when in connection with Library sponsored events with prior permission from Library Director.
- All meetings must be concluded 15 minutes before the Library closes. (See Community Room Guidelines below for exceptions)
- There is no smoking or alcohol consumption permitted anywhere in the building. Smoking is not permitted less than 50 feet from Library entrances.
- The Library staff is NOT responsible for the supervision of children while adults are attending meetings. The Library's "Unattended Youth policy" applies to meetings as well (see website).
- Use of any type of fire hazardous material (e.g. candles, tree lights, etc.) is strictly prohibited.
- No pets are allowed with the exception of guide dogs.
- Please enter and leave the Library quietly as to not disturb the other library patrons.
- Children under the age of 10 accompanying parents to a meeting must remain with the parent.
- No meeting supplies will be stored in advance by the Library.
- Library staff will not deliver any telephone messages and/or calls to meeting attendees.
- The Library will not promote or publicize any event. The organization is solely responsible for any publicity.
- Organizations utilizing the meeting rooms are considered a public accommodation under the Americans with Disabilities Act (ADA) and are, therefore, responsible for providing auxiliary aids and services in compliance with the ADA.

COMMUNITY ROOM GUIDELINES

- Use of the Community Room is limited to groups of 15 or more, and not to exceed 75.
- Refreshments can only be served and consumed in the vestibule outside the Community Room. No food or drink is permitted in the actual Community Room.
- The group that is using the Community Room can continue its meeting after the library is closed but no later than 10:00 PM. The request needs to be submitted and approved by the Library Director ahead of time.
- Preparation of the room for the meeting, and cleanup following the meeting to bring the room back to its initial state is the responsibility of the group/reservation signatory. Cleanup includes putting all waste products in sealed plastic bags, moving chairs and tables back to original positions, turning off all lights and locking all doors upon leaving the building.
- Kitchen access is not available.

Please note that the Middlesex Public Library, the Friends of the Library and Municipal Officials may override any confirmed and scheduled reservation. If this happens, notification will be made as soon as possible.

When scheduling conflicts exist, priority will be given in the following order:

- a) Library and the Friends of the Library programs
- b) Municipal government
- c) Borough organizations
- d) Non-borough organizations whose service area incorporates Middlesex

Maximal capacity of the meeting rooms (with chairs and tables):

- a) Community room: 75
- b) Room B: 12
- c) Room C: 12

Failure to observe any of the above rules will result in the loss of meeting room privileges.
The Board of Trustees reserves the right to review all requests.