

6.00 PUBLIC USE OF MEETING SPACES

Approved 6/2007; revised 9/2008, revised 11/2010, revised 9/2011; revised 8/2012

6.10 General

The library has several meeting rooms: the community room, the conference room, and two study rooms. These rooms are available to the public, subject to the conditions and limitations described below that are designed to allow equitable availability for groups and individuals.

The community room has a capacity of 80 people. The conference room capacity is 12. The study rooms seat up to 4 people.

In this policy, the word “event” is used to include meetings, seminars, concerts and other entertainment, receptions, children’s and adult activity sessions, workshops, education and training sessions, collaborative group study, or any other public gathering of a civic, cultural, vocational or educational nature which is of benefit and value to Long Hill Township residents. Access will be provided on equal terms, regardless of the beliefs or affiliations of the organization or individual requesting use of the meeting rooms. The library does not advocate or endorse the viewpoints of any organization or individual using the rooms. No commercial enterprises are permitted.

Fundraising events are permitted only if sponsored by the library, Friends of the library or other organizations affiliated with the library.

Any organization or individual (sponsor) desiring to schedule the use of a room must complete the Meeting Room Application (available on the library’s website or at the circulation desk). The sponsor scheduling use of the community room or conference room must be a Long Hill Township resident or property owner. Applicants who have filled out a form and need to cancel an event are requested to notify the library as soon as possible. Long Hill Township municipal-sponsored groups may schedule events without completing this form, but must check with library staff to ensure that the room is available on the date and time they wish to meet.

The community and conference rooms can be reserved together for the same date by a sponsoring organization/individual, but no more than once in a 3-month period.

Priority in scheduling is given to library-sponsored events or events sponsored by the Friends of the library.

For non-library sponsored programs, permission to use the rooms includes ordinary use of the furniture and fixtures, including chairs, tables, projector screen, wireless network and electrical lines. All other items may be provided by the organization or individual reserving the room if approved by appropriate library personnel. Use of library AV/IT equipment and the wired network is not provided.

6.20 Community and Conference Rooms

Revised 08/2012

The sponsoring organization/individual agrees to abide by the policies and regulations governing the use of the library meeting rooms.

Events must begin by 8:00 PM on nights when the library is open and must end 15 minutes prior to the regular closing time unless prior arrangements are made with the Director.

The sponsoring organization/individual agrees to indemnify and save harmless the Township of Long Hill and the Long Hill Township Library, its officers, employees and agents from any loss, damage, liability, costs and/or expenses that may arise during or be caused in any way by their use of the library facilities and equipment. The library assumes no liability for personal injury or damage to property.

The sponsor may arrange food and beverage service in the meeting rooms, but no food or drink may be carried inside the library or into the study rooms.

At the conclusion of the event the sponsor shall promptly clean up any debris and remove from the premises all materials and equipment provided by the sponsor. The room must be left in the same condition as found at the beginning of the event. Trash must be bagged and placed where directed. Kitchen facilities must be left clean. All costs to the library to repair damages to the room, its furnishings and fixtures or any other library property or property on loan to the library, beyond ordinary wear and tear, will be charged to the sponsor.

Events may not disrupt other library patrons. Event attendees are subject to all library rules and regulations and may be asked to leave if they do not abide by them. The sponsor is responsible for maintaining proper order on the part of all participants. At least one responsible adult (18 or older) must always be present.

The organization/individual will adhere to all Township ordinances. Alcoholic beverages are prohibited by local ordinance. Use of open flames or candles in the meeting room is prohibited. Smoking is not permitted in the library.

No admission fee may be charged. All events must be open to the general public, and attendees are not required to be members of the sponsoring organization or group. Advertising of any event held at the library will make clear that any such event/activity is not sponsored by the Long Hill Township Library.

Copyrighted materials may be used when permission to do so has been secured from the holder of the copyright and presented to appropriate library personnel prior to the meeting or when such use falls within the Fair Use standards of the U.S. copyright law.

The library reserves the right to refuse permission for use of the rooms to any group or individual that does not meet these requirements.

6.30 Study Rooms

The library has two Study Rooms. These rooms are intended for study and research by no more than 4 persons. All users, with or without an advance reservation, must check in with a library staff member. Rooms are available for use from library opening until 15 minutes prior to closing.

The library reserves the right to refuse a reservation request when it would monopolize the rooms for one group at the expense of others. Library needs take priority over other uses, as when the library serves as proctor for a test. In this case, the library does the scheduling for the test-taker.

Use of the Study Rooms may not disrupt other library patrons. Users are subject to all library rules and regulations and may be asked to leave if they do not abide by them.

Study rooms may be pre-reserved four times in a calendar month for no more than two hours each time. Rooms may be pre-reserved by Long Hill residents only. Study Rooms may be reserved up to one month in advance from the current date. Reservations may be cancelled if not claimed within 15 minutes of the reservation time.

Rooms not previously reserved are available on a first-come, first-served basis.

Use of the study rooms is limited to two hours per day. However, if the rooms are not scheduled by other groups, users may remain but must vacate when another group wants a room.

The person who reserves the room is responsible for any damage to the room or its furnishings.

