

Acknowledgement of Meeting Room Policy and Waiver

I acknowledge the receipt of the Meeting Room Policy and Guidelines for Meeting Area Use governing the use of Library facilities and agree to abide by these regulations. I understand that my organization as well as I will be held responsible for any violation of these policies as well as being responsible for reimbursing the Library for any expenses or repairs incurred as a result of my/our usage of the Florham Park Library Facilities.

The sponsor agrees to indemnify and save harmless the Florham Park Public 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 use of the Library facilities and equipment by the sponsor or invitees of the sponsor.

Signed _____ Date _____

MEETING ROOM POLICY

(4/19/04), (Updated 5/19/08, 6/10, 2/20/23)

The Florham Park Library allows the use of the Akhoury and New Jersey meeting rooms by groups promoting educational, cultural, intellectual, or charitable purposes. The Akhoury Room is available for groups of 11-75 people. The New Jersey Room may be reserved for meetings of fewer than 10 people. Occupancy shall not exceed the maximum room capacity as determined by the Borough Fire Inspector.

Room booking requests must be submitted via an Application for Use form available on the Library's website, and approved by the Library Director. Patrons may request assistance from the Library Director or other Library staff members with filling out the application. Applications should be submitted no fewer than three days in advance of the requested date and time of the meeting. Meeting Room booking requests are considered on a first-come-first-served basis. The contents of the application form, the history of the group's meeting room use in the library, the history of the group's use of meeting facilities elsewhere, and other information may be used when considering an application. The Library Director shall approve or reject applications in a timely manner and relay the decision to the group. Rejected applicants may appeal the decision with the Library Board of Trustees. Meeting Room use may not proceed without an approved application and acknowledgement of the Library's Meeting Room Policy.

The meeting rooms are not available for use by individuals for private functions, religious services, or commercial events, with the exception of fundraising events held by the Friends of the Free Public Library of Florham Park. All meetings shall be free of charge to the public.

To use a meeting room, a substantial portion of a group should reside in Florham Park. Any group seeking to use a meeting room must provide the name and address of a sponsor who

resides in Florham Park on the meeting room application form. The sponsor bears the responsibility for any damage done to the room and its furnishings and equipment incurred by the group. Minors may not reserve the room or serve as sponsors.

A group may make reservations up to one year in advance for up to twelve (12) meetings annually. Requests for more than 12 meetings annually must be approved by the Library Board of Trustees. The Akhoury Room may be booked for up to 4 hours at a time. The New Jersey Room may be used for no more than 2 hours per session. Meeting Rooms are available for use only during regular Library hours. Youth groups (under 21) will require one (1) adult to be present for each twelve (12) youths in attendance.

The provision of meeting room space is not the primary mission of the Library, and must always be subordinate to the need to provide a safe and respectful environment in which to read and study. No use of the meeting rooms will be allowed during Library operating hours that is likely to disturb library patrons in their customary use of library facilities or impede library staff in the performance of their duties. The use of meeting rooms for Library purposes shall take precedence over all other uses. Meetings scheduled by groups may need to be rescheduled if a Library need arises. Care will be taken to provide adequate notification and rescheduling.

In allocating the use of the meeting rooms, the Board of Trustees and library staff shall not discriminate on the basis of the political, social, or religious beliefs of applicant groups. The Library will make decisions without regard to race, sex, age, or national origin. In allowing a group to use a meeting room, the Library Board of Trustees and the library staff do not imply any endorsement of the group's beliefs, policies, or program. No group shall in any of its publicity state or suggest that the Florham Park Library, the Library Board of Trustees, the Borough of Florham Park, or the Library staff sponsors or endorses the meeting, the group, or its ideas.

Exceptions to this Meeting Room policy may be made at the discretion of the Library Board of Trustees and the Library Director as deemed in the best interest of the library and the community.

Guidelines for Meeting Area Use

- The Library staff is unable to set up and break down rooms. Groups requiring this service should note this in their meeting room application and make arrangements with the Library Director at least one week in advance of their meeting. A fee may be assessed for this service.
- Groups using the Akhoury Room may arrange the tables and chairs as they choose, provided that all pieces of furniture are returned to their original positions at the close of the meeting.
- Groups must vacate the Meeting Rooms 15 minutes prior to the Library's closing time.
- Groups using Meeting Rooms are permitted to use the Library's A/V equipment. The Library cannot guarantee that a staff member will be available to provide technical assistance. Groups should indicate on their Meeting Room Application form that the

Library's A/V equipment will be needed to facilitate their meeting. Additional support requests should be arranged with the Library Director at least one week in advance of the meeting.

- Temporary storage of program materials should be requested at the time of the room booking application. Storage space is limited, and permission to store items may be denied even if room use has been approved.
- Garbage must be removed and placed in the dumpster outside. A custodial fee may be assessed for garbage left behind.
- The Akhoury Room may be split for groups smaller than 35 people if the room is in high demand. Groups anticipating attendance of fewer than 35 people may request use of both sides of the room in the Room Booking Application.
- Refreshments may be served in the Akhoury Room. Plans to serve refreshments should be indicated in the Room Booking Application. Use of the Library kitchenette should be arranged with the Library Director at least one week in advance of the meeting. A deposit is required when food is served or the kitchenette is used. If the area is not cleaned properly, the deposit is forfeited.
- All food and beverages provided should be prepared or cooked in a licensed and inspected kitchen that is regulated by the local health authority, per N.J.A.C 8:24-6.2(s).
- No refreshments are permitted in the New Jersey Room.
- All meetings shall be free of charge to the public. Small fees for refreshments or program materials may be charged.
- The visiting group is to provide all publicity. Posting of the publicity material must be approved by the Library Director. (see Exhibits and Displays).
- Caution must be exercised when displaying program materials so as not to damage Library property.
- There must be no nailing to floors, walls, or fixtures, and the building equipment, furniture, and technology must not be tampered with, marked, or defaced in any manner.
- A Library staff member may be present at any time during any meeting.
- Persons attending the meeting are subject to all Library rules and regulations.
- The Library staff will not be responsible for the supervision of children while adults are attending meetings.
- The Library is not responsible for items left by any group. Found items will be placed in the Lost and Found.
- Attendees should be instructed to park in the Pool lot, with the exception of those who require use of handicapped parking.
- Smoking is not permitted at any time.
- Gambling is not permitted on Borough property.
- Use of open flames or candles in the meeting rooms is prohibited.
- The Library adheres to the Code of the Borough of Florham Park, Ordinance #11-74, Section 3. Consumption or distribution of alcoholic beverages is prohibited, although such consumption or distribution may be temporarily allowed by application to the Mayor and Council and acceptance of the same.
- Groups are responsible for notifying the Library Director of cancellation of any meeting or program. Groups with a history of no-shows may be denied use of the meeting rooms.