

South Plainfield Free Public Library Meeting Room Policy

General Meeting Room Policy

The South Plainfield Free Public Library's meeting room facilities are to be used to enhance the educational, cultural and community life of the residents of South Plainfield, in accordance with the Library's mission and the American Library Association's "Library Bill of Rights" which states, "Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

The South Plainfield Free Public Library reserves the right to prioritize the meeting room use based on the following criteria:

1. Library meetings or Library sponsored programs
2. South Plainfield Municipal official meetings
3. Groups and organizations based in South Plainfield
4. Other groups and organizations subject to the provisions below or to any modifications that may be made by the Library's Board of Trustees.

Regulations

1. In general, meetings should be open to the public. With prior notification and approval, a group may hold a private executive session prior to a general meeting. In such case the executive session should end thirty (30) minutes before the advertised start of the general meeting.
2. Meeting room space is intended for specific events rather than for regularly scheduled, on-going meetings. The meeting room may be reserved no more than twelve (12) weeks in advance and an organization is limited to three (3) scheduled meetings within that period.
3. Authors are permitted to offer their books for sale after a speaking engagement. Musicians are permitted to sell their CDs after a performance. Sales of services, products, merchandise or solicitations for donations by a Library sponsored program or event, or by the Friends of the Library are permitted.
4. As a convenience, dues may be collected from members of an organization holding a meeting at the South Plainfield Free Public Library. However, dues collection cannot be used to exclude members of the public from a program, event, or meeting.
5. The club, organization or agency must be of a non-profit nature, an exception may be made for community-based incorporated groups using the meeting room for purposes of membership meetings. The meeting room is not to be used for the commercial benefit of private individuals, or profit-making purposes. Solicitation of money (including admission charges, dues, donations or sales) is prohibited except when in connection with Library sponsored programs with prior approval of the Director.
6. Meeting room may not be used for any unlawful purposes.

7. A sponsoring adult must sign meeting room application when minors (children under the age of eighteen (18) use the facility. That adult must also be present for the duration of the program or meeting.
8. Tobacco, electronic cigarettes, alcohol and games of chance are prohibited.
9. Open flames, including candles and solid gel fuels, incense, weapons, contraband and other hazardous materials are prohibited.
10. A security fee of one hundred dollars (\$100) is required for all groups at the time of the application. The responsible group must remove all trash and debris at the completion of the meeting from the multipurpose room and bathrooms. Users are responsible for cleaning up and restoring the room and bathrooms to their original conditions before leaving. Failure to do so will result in loss of all or part of the security deposit.
11. Groups reserving the meeting room are responsible for the set-up at least fifteen (15) minutes prior to the meeting and take down of all tables and chairs used fifteen (15) minutes prior to the closing of the Library for that day. Failure to do so would result in loss of all or part of security fee.
12. The Library has a built in projector and sound system in the multipurpose room. If you need to use these items you are responsible for providing the correct cables to connect any laptops or outside equipment. If you need training on how to set up and operate the Library's equipment that must be scheduled with staff at the time you book the room. Training should be held at least twenty-four (24) hours prior to the use of the room. Staff will not be available to assist you at the time of your program.
13. The applicant shall save, protect, indemnify and hold harmless the South Plainfield Free Public Library, Library Board of Trustees, the Borough of South Plainfield, their elected officials, appointees and employees from any and all damages or claims for damages to persons and/or property, including attorney fees, that may arise or result from the actions, inaction and/or negligence of the applicant and/or its employees, representatives or agents during the use of the meeting room, except when such damages or injuries are caused by the willful negligence of the South Plainfield Free Public Library.
14. The applicant shall provide the South Plainfield Free Public Library with a Certificate of Insurance evidencing Comprehensive General Liability coverage in the amount of \$500,000 per event, with a combined single limit of \$1,000,000. The South Plainfield Free Public Library, the Library Board of Trustees and the Borough of South Plainfield shall be named as additional insured on said policy. Such Certificate of Insurance shall be provided at least one (1) week prior to the event. The only exception to this would be for an organization in which membership is based upon appointment by the governing body of South Plainfield or the South Plainfield Free Public Library Board.
15. Any promotional material created to announce an event in the Library by an unaffiliated group must include the following statement: "This event is neither sponsored nor endorsed by the South Plainfield Free Public Library."

- All advertisements and notices must clearly designate the sponsoring organization.
16. Meeting room may not be used for personal celebrations including, but not limited to showers, birthday parties, or anniversary parties.
 17. Attendance size will be limited to the number authorized by the Fire Department. The meeting room can be booked for meetings of 6 or more people.
 18. Meetings are to be held during the South Plainfield Free Public Library's public hours. All meetings must be completed fifteen (15) minutes before the Library closes for that day.
 19. The Director or his/her designee must approve decorations. Nothing may be affixed or mounted in any way to the walls, cabinets, windows, doors, etc. All decorations must be freestanding.
 20. Advance notice must be given at the time of application if food or beverage will be served. Any remaining food must be removed from the South Plainfield Free Public Library at the conclusion of the event. Serving alcoholic beverages is strictly prohibited.
 21. The South Plainfield Free Public Library cannot undertake to care for or store any materials or food/beverages for groups using the meeting room.
 22. With proper notice and sufficient reason, the South Plainfield Free Public Library reserves the right to revoke permission for the use of a meeting room; or to change the meeting location to another room.
 23. The person in charge of the meeting should confirm to the South Plainfield Free Public Library Director that the meeting will take place.
 24. If a group reserving the room cancels a scheduled meeting, the applicant must cancel the meeting as soon as possible.
 25. The South Plainfield Free Public Library assumes no liability for theft or damage to property brought onto Library property, or for injuries that occur as a result of actions of sponsors or participants in activities in the meeting room.
 26. The South Plainfield Free Public Library staff will not be responsible for the supervision of children while adults are attending meetings.
 27. The applicant shall be responsible for complying with all Federal, State and Municipal laws and regulations, including, but not limited to the Americans with Disabilities Act, Copyright Laws and Motion Picture Association of American (MPAA) admission policies.
 28. Failure to abide by these regulations may result in the withdrawal of meeting room privileges.

Reservations and Payments

Security fee of one hundred dollars (\$100) must be made with the application.

Refund Policy

If a program or event is cancelled, the group must inform the South Plainfield Free Public Library immediately.

The group will have a choice of either a credit toward a future booking or the Library will issue a refund of the security fee. Refunds are paid out once a month and cycle with the timing of Board meetings.

Note: If the South Plainfield Free Public Library should close due to a facility or weather emergency, every effort will be made to notify the booking group, and security fees already paid shall be reimbursed (or applied as a credit toward a future booking, if preferred). The South Plainfield Free Public Library shall bear no responsibility for any associated program costs incurred by the booking group.

Fee Schedule

Type of Group	Suggested Donation (Per Event)	Security Fee
Government/ Non Profit Organizations in South Plainfield	None	\$100 *
Private Organizations	\$100	\$100 *
Out of Town Non Profit Organizations	None	\$100*

* See Regulations #10 and #11

AT THE DISCRETION OF THE SOUTH PLAINFIELD FREE PUBLIC LIBRARY'S POLICY COMMITTEE AFTER CONSULATION WITH THE BOARD'S ATTORNEY EXCEPTIONS CAN BE MADE.

The Board of Trustees reserves the right to amend this policy at any time. As necessary, it may also limit the number and frequency of public meetings.

SOUTH PLAINFIELD PUBLIC LIBRARY

MEETING ROOM APPLICATION

NAME OF ORGANIZATION OR GROUP:	
ORGANIZATION ADDRESS:	
IS THIS GROUP A NON-PROFIT?	
DOES THIS GROUP HAVE 501c3 STATUS?	
PURPOSE OF MEETING:	
DESCRIPTION OF MEETING (CONTENT/FORMAT):	
MEETING DATE REQUESTED:	
MEETING TIME	START: END:
EXPECTED ATTENDANCE:	WILL REFRESHMENTS/BEVERAGES BE SERVED?
WILL YOU BE USING THE PROJECTOR AND/OR MICROPHONE?	WILL YOU NEED TRAINING TO USE EQUIPMENT?
APPLICATION FILED BY (NAME OF RESPONSIBLE PARTY):	
(PLEASE NOTE RESPONSIBLE PARTY MUST BE AT LEAST 18 YEARS OF AGE AND PRESENT WHILE THE ROOM IS IN USE)	
RESPONSIBLE PARTY'S ADDRESS:	
RESPONSIBLE PARTY'S TELEPHONE:	
<p>I HAVE READ THE SOUTH PLAINFIELD PUBLIC LIBRARY'S MEETING ROOM POLICY AND I ACCEPT RESPONSIBILITY FOR COMPLIANCE WITH THEM</p> <hr style="width: 80%; margin: 0 auto;"/> <p style="display: flex; justify-content: space-between; width: 80%; margin: 0 auto;"> signature date </p>	
<p>PLEASE SUBMIT THIS APPLICATION ALONG WITH THE SECURITY DEPOSIT AND ANY DONATIONS TO THE LIBRARY. PLEASE NOTE THAT THE \$100 SECURITY FEE IS REFUNDABLE ONLY IF ROOM AND BATHROOMS ARE RETURNED TO THEIR ORIGINAL CONDITIONS.</p>	
LIBRARY USE ONLY – DO NOT WRITE BELOW THIS LINE	
<p>APPROVAL: Certificate of Insurance provided : yes ___ no___</p>	
<p>REC'D : _____(CHECK) _____(CASH) _____(MO)</p>	DATE AND TIME APPROVED FOR:
CHECK/MO #	