



Meeting Room Policy, Rules and Regulations

South Brunswick Public Library
110 Kingston Lane, Monmouth Junction, NJ 08852

The South Brunswick Public Library, in keeping with its mission, offers meeting room space as available for public programs offered without a fee that are of an educational, cultural, or civic nature. The program must be a) given by community individuals or organizations b) open to the general public; c) of broad interest to and for the benefit of the general public; d) of an educational, cultural or civic purpose; and e) offered without an admission fee. If the above criteria are met, the room will be available for no cost. Qualified community service organizations whose membership is comprised primarily of South Brunswick residents (such as scout troops and parenting support groups) will also be granted free use of the facilities. If these criteria are not met, a room may be available for a rental fee.

Free use of a Library Meeting Room will not be authorized for the commercial benefit of private individuals, or profit-making purposes. Solicitation of money (including admission charges, dues, donations or sales) is prohibited.

Use of a meeting room at the library is obtained by submitting a written request form (see below). All requests must be approved by library administration. South Brunswick Public Library (hereafter referred to as "The Library") programs and functions have first priority for the use of library facilities. Reservations for a room in the library are not guaranteed; the library reserves the right to reschedule any meeting if a conflict in time or date should occur. The Library reserves the right to assign or relocate a group to any meeting room that meets the requirements submitted on the application.

Room Use/Rental Application Process

To use a meeting room at the library, applicants should submit a Room Use/Rental Application no later than two weeks prior to the requested date. The form, along with the Room Use Rules and Regulations, can found on our website at www.sbpl.info under Services> Meeting Rooms or by clicking on the link in Paragraph 3 below. The form can be submitted in person at the Information Desk in the library, by email to outreach@sbpl.info or by mail to the attention of the Outreach Department.

Meeting Rooms are available for free for programs that meet the criteria listed above. Programs (by non-profit and for-profit organizations alike) that do not meet the criteria for free use of the library can apply to rent a room. A fee will be charged if: 1) the program/event is not open to the general public; 2) the program/event is not of broad interest to and for the benefit of the general public; 3) the program/event is not of an educational, cultural or civic purpose; and/or 4) if an admission fee will be charged.

Before filling out an application:

1. Check the South Brunswick Public Library Hours of Service on our home page at <http://www.sbpl.info>. Use of the meeting rooms is only allowed when the library is open. All meetings must end at least 15 minutes prior to closing.
2. Check the availability of the room on our [Event Calendar](#).
3. Review the South Brunswick Public Library Meeting Room Policy, Rules and Regulations. A copy of these [Rules and Regulations](#) and a [Rental Fee Schedule](#) are attached to the [Room Use/Rental Application](#). Please make sure you read them and retain a copy for your record and use; exceptions to any of the rules will not be made.
4. Confirm that your requested date is no less than two weeks from the date of the application. No application will be accepted less than 2 weeks prior to the requested date; no exceptions.

Where scheduling conflicts exist, priority will be given as follows: 1) Library programs; 2) Library affiliated programs; 3) Township organizations; 4) Non-township organizations whose service area incorporates South Brunswick township and 5) Other

All paperwork must be complete, signed and received by the library before the designated room will be officially reserved and the time and date put on the calendar.

General Room Use Rules and Regulations

These regulations apply for all uses of the library - for approved no-fee use of the library and for the rental of a room.

1. Use of library meeting rooms is limited to the type of meeting or activity stated on the application.
2. The meeting rooms at the South Brunswick Public Library are available for use only during the hours the Library is open.
3. Groups using a Library Meeting Room are required to end their meetings 15 minutes prior to closing.
4. No public area of the Library will be designated for meetings and no specific areas can be shut off from public access to conduct a meeting.
5. Use of each meeting room is restricted to the maximum legal capacity for each room. Should the number of attendees exceed the number designated at the time of application or the legal capacity of the room, the Library reserves the right to deny access to the Library facility.
6. Smoking, alcoholic beverages, illegal substances or activities, open flames (or cooking) and live animals (except service animals) are not permitted on library property.
7. A one time maximum \$12.00 per person materials fee is allowable with written approval by the Library Administration.
8. The group will be held responsible for any damage to, or theft of, library property.

9. Applications will be accepted on or after September 1 for available dates January through June of the following year and on or after March 1 for available dates July through December of the same year.
10. Groups may reserve a meeting room on weekdays or evenings up to two times each month; bookings on weekends are limited to once a month per group due to high demand.
11. Any group using a meeting room is expected to conduct its proceedings in a quiet, orderly manner, not disruptive of normal library functions.
12. The Library will not store items for groups using the meeting rooms. The Library is not responsible for damage to, or loss of, personal items used or left in the meeting rooms.
13. At least one adult must be present at any meeting attended by minors. At all assemblies of children under the age of 4, there must be one adult per child. For groups of children aged 4-10, there must be one adult for every 5 children. The Library staff will not be responsible for the supervision of children while adults are attending meetings in the Library.
14. Groups are responsible for notifying the Library of the cancellation of any meeting or program. The Library reserves the right to refuse future bookings to groups that consistently fail to appear on scheduled meeting dates or do not abide by the above policies.
15. The organizational representative signing this form must be over 18 years of age and in attendance to conduct and/or monitor the meeting. The representative may appoint a designee from the organization to attend in his/her place if he/she is unable to attend. The Library must be given prior notice of the designee's name, title, address and telephone number.
16. The Library grants an organization use of a designated room only and does not agree to assist in publicizing the event, to prepare for the event, to sign-up attendees or take reservations for the event or to attend or assist at the actual event.
17. Preparation of the room, including the set-up and take-down of chairs and tables, and clean-up following the meeting are the sole responsibility of the group requesting use of the room. Trash must be bagged and removed from the premises at the end of the meeting and the room must be left clean and orderly. The library reserves the right to charge a clean up fee ranging from \$25.00-\$50.00. The group will also be responsible for any damage to library property.
18. All publicity for non-library sponsored meetings must clearly indicate the name of the sponsoring agency. Any purposes, objectives or views of groups using meeting rooms shall not be advertised in a way to suggest that the Library endorses them.
19. The organization may not hang posters, banners, signs or flyers of any kind on the Library premises without approval and written permission of the Library Administration. One (1) flyer, no larger than 8 ½ x 11," with a contact name and phone number for the organization, may be given to the Library for posting on the Community Information Bulletin Board only and multiple copies may be provided for distribution from the Community Information Pamphlet Rack only. These posters and flyers will not be posted earlier than one month prior to the date of the event.
20. No decorations attached to floors, walls or ceilings are allowed. If discovered to have been used, a minimum damage fee of \$50.00 will be assessed to the organization.

21. An insurance waiver will be required for the use of the Library facilities by all non-Library affiliated organizations or entities. Supplemental insurance of exceptions may be required upon review. A group member's homeowner's policy waiver is sufficient for an organization that does not carry insurance. A current insurance certificate must be submitted with the Application Form, or be on file with the Library, before a reservation is confirmed.
22. Some audiovisual equipment can be rented for use in the library; availability is not guaranteed. (See fee schedule.) No set-up, training or assistance with the equipment is available either in advance or on the day of the event. Groups will be held responsible for any damage to, or theft of, Library property.
23. All fees for room or equipment rental must be submitted no later than one week prior to the use of the room. Checks should be made payable to *The South Brunswick Public Library* and dropped off at the Information Desk or mailed to the library to the attention of the *Outreach Department*.

The above rules and regulations are available to applicant at the time of registration and will be considered to have been read and understood by all applicants. Failure to abide by these regulations may result in the withdrawal of meeting room privileges.

The Library Board of Trustees reserves the right to waive regulations at their discretion.

Proposal to Offer a Program in Partnership with the Public Library

The library welcomes persons or organizations to partner with the library to offer programs to the general public. As a Partner, the Library will provide a meeting room at no cost, will assist with publicity and promotion of the program and will, if possible, assist with set-up of the facility on the day of the event. Any person who wishes to present a program at the library should complete and submit a [Program Proposal Application](#) at least two months prior to the proposed date of the event. The form can be submitted in person at the Information Desk in the library, by email to outreach@sbpl.info or by mail to the attention of the Outreach Department.

The nature and content of the program should be described and preferences to date and time should be noted. A representative from the library will contact the applicant to discuss the necessary arrangements for the program. The Library reserves the right to accept or reject a Program Proposal.

Right to Cancel

Either party may cancel this Agreement with written notice to the other. In order for a refund of any deposits to be returned to the applicant, the written notice must be received by the library no later than 48 hours prior to the date of the event. In the event of inclement weather (or other non-preventable occurrences) the deposit will be refunded without the required 48 hour notice.

Hold Harmless Statement

This application must be signed by an authorized representative of the organization, at least 18 years of age, who is a South Brunswick resident or property owner or by an authorized representative, at least 18 years of age, of the applying South Brunswick area based business. A hold harmless statement along with proof of insurance is required for all events indemnifying South Brunswick Public Library and the Township of South Brunswick. See application.