

South Brunswick Public Library

Meeting and Program Room Policy - Usage Rules and Regulations Relating to Individuals or Organizations providing a Library Co-sponsored Program or Event

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.

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.

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.

Offering a program at the library is obtained by submitting a written Proposal form at least 2 months prior to the date that you wish to provide the program. 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.

General Room Use Rules and Regulations

These regulations apply for all uses of the library - for library co-sponsored programs, 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. Programs and 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. Any group using a meeting room is expected to conduct its proceedings in a quiet, orderly manner, not disruptive of normal library functions.
10. 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.
11. 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.
12. 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.

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.

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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.

Hold Harmless Statement

The 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.

PROGRAM PROPOSAL APPLICATION

- Instructions:
- ◆ This proposal must be submitted to the Outreach Department, either in person at the Information Desk in the library, by email to outreach@sbpl.info or by mail to the address below at least 2 MONTHS BEFORE the desired date.
 - ◆ A proposal must be complete and signed by an authorized representative of the organization who is over the age of 18 before a program will be considered – the library reserves the right to accept or reject any program proposal.
 - ◆ Priority will be given to programs offered at no cost to the library.
 - ◆ Copies of all handouts, promotional materials or literature to be distributed must be submitted to the Outreach Department for approval at least 2 weeks prior to the event.

Library Hours: Mon.-Thurs: 10 am-9 pm; Fri.: 12-6 pm; Sat. 10-5 pm; Sun.: 1-5 pm – Programs are only allowed during regular library hours; the room must be completely vacated by all members of the group 15 minutes before the library closes. The Library is not responsible for damage to, or loss of, personal items used or left on premises.

CONTACT (Please Print)

Organization Name: _____ Date of Proposal: _____

Presenter's Name and Credentials: _____

E-mail: _____ Website: _____

Day Phone: _____ Evening/Cell Phone: _____

Address: _____ City/State: _____ Zip: _____

Summary of proposed program: (Continue on back of application or attach additional pages if necessary) _____

Date(s) the Presenter is Available (at least 2 months from the date of this proposal): _____

Time Desired (select all that apply): Morning Afternoon Evening

Indicate Day(s) of the Week Preferred: Weekday _____ Weekend _____

Is there a fee of any kind to the Library? No Yes If yes, how much? _____

Will a materials fee be requested from attendees (max one time charge of \$12.00)? No Yes Amount _____

Description of materials to be provided: _____

Number of attendees anticipated (max): Adults _____ Children 4-10 yrs. _____ Children under 4 yrs. _____

Special instructions for attendees: _____

Equipment needs: Sink Projection Screen Podium w/mic. Large Screen TV DVR Digital Projector

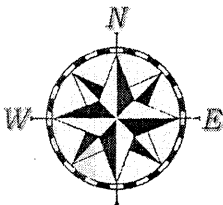
NOTE: Advanced reservations required for use of library equipment; availability not guaranteed.

A SIGNED HOLD HARMLESS STATEMENT AND A CERTIFICATE OF INSURANCE IS REQUIRED FOR ALL EVENTS INDEMNIFYING THE SOUTH BRUNSWICK PUBLIC LIBRARY AND SOUTH BRUNSWICK TOWNSHIP.

I/We indemnify and hold harmless the South Brunswick Public Library and assume the risks of all conditions existing in the area covered by this permit, and shall assume liability for loss, damage or injury sustained by any person whatsoever by reason of negligence of the person, and agree that the use of said premises identified above shall be used exclusively for the sole purpose stated above. In addition, I/we assume all responsibility for the conduct of all participants during meetings and activities and any damages to equipment and the building. I/We have read and agree to abide by the rules and regulations as set forth by the library board of trustees.

SIGNED: _____
Authorized representative of the above organization at least 18 years of age

TITLE/POSITION: _____
Signature acknowledges receipt of and willingness to comply with the rules.



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

In-house use only	
App Rec'd:	_____
Ins. Rec'd:	_____
Approval status:	_____