

RIVER VALE FREE PUBLIC LIBRARY **COMMUNITY ROOM POLICY**

GENERAL PRINCIPLES

Use of the River Vale Free Public Library Community Room is primarily for programs sponsored by the Library and the Friends of the River Vale Public Library. When library activities are not scheduled, community groups engaged in educational, cultural, intellectual, charitable, or social activities may meet in this room.

Library business supersedes any organizations privileged to use the Community Room. The library reserves the right to cancel a scheduled use of the room should they need the space for a library related function, inclement weather or any other emergency.

No use of the meeting room is permitted that will interfere with effective use of the library by the general public or the regular operation of the library.

River Vale residents and organizations are given priority over non-River Vale residents and organizations.

The use of the Community Room is not intended for individuals. Applicants must be at least 21 years of age.

The Community Room may be used only during normal Library hours. All meetings must be scheduled to end fifteen (15) minutes before library closure.

All meetings and gathering must be open to library staff and the public.

The consumption of alcoholic beverages and gambling is prohibited on Library grounds.

Fire regulations must be observed at all times. Doors to the Community Room must remain unlocked when in use. Flammable materials may not be used for any purpose.

Any organization using the room assumes responsibility for the conduct of the activity for which permission is sought to use the room. The group agrees to hold the Township of River Vale, including the Board of the River Vale Library, along with all its officers, agents and employees harmless from any and all liability, claims, costs and attorney's fees arising out of the use of the Community Room unless the claim is due to the sole negligence of the Township of River Vale.

All meetings must be supervised by an adult over 21 years of age. Children's groups using the room will need one supervising adult for every 10 children in attendance.

Governmental, educational, community, and non-profit organizations may use the room. The library meeting room may not be used for any commercial activity and no fund-raising activities are permitted. Groups using library facilities are prohibited from conducting sales of any sort. Solicitation is also not permitted. A group, however, may conduct nominal collection of dues from its members.

Any publicity by an organization scheduled to use the room must state that a meeting is being held in the library but must not: a) transmit to the public that the library is sponsoring and/or endorsing the event or - b) use the Library's phone number for any group in meeting announcements.

The library does not advocate nor endorse the viewpoints expressed by Community Room users.

APPLICATIONS & SCHEDULING

Application for use of the Community Room will be honored on a first-come, first-served basis. To encourage the broadest possible use of the Library's space, the Library Board reserves the right to:

- 1) Limit organizations to no more than twelve (12) regular meetings in a year.
- 2) Groups may apply to the Library Board for approval of more than twelve (12) meetings in a given year.
- 3) Permission to use Library meeting space is not transferable. The room may be reserved up to three (3) months ahead of the meeting date.

ROOM SET UP and CLEAN UP

Applicants are responsible for room setup and for returning all chairs and tables to their original location. No undue burden shall be placed upon library staff for room cleanup. Limited use of the staff kitchen is permitted for the preparation of light refreshments and cleanup is required.

USE DURING PUBLIC HEALTH CRISES

During times of public health emergencies, additional policies and requirements may be added to ensure compliance with federal, state, and local operation requirements. The Library Board reserves the right to adopt stricter policies than those required by said authorities.

NON-COMPLIANCE WITH LIBRARY MEETING ROOM POLICY

The use of library facilities is a privilege that can be revoked by the Library Board or the Library Director, as its designated representative, for failure to comply with policy or directives from authorized library personnel. At all times the Library Director or supervisor in charge may end a meeting that has become disorderly.

Applications may be rejected and previously granted permission may be withdrawn for violation of library policy. Permission to use meeting space may be denied to any group that is uncooperative, disorderly or disregards library policy.

Anyone wishing to appeal a decision to deny permission must appeal in writing to the Board of Trustees. Any appeal would be included on the agenda of the next regularly scheduled Board meeting.

RIVER VALE FREE PUBLIC LIBRARY APPLICATION FOR USE OF THE COMMUNITY ROOM

Organization Name: _____

Application Date: _____

Name of the Officer making the application: _____

Address: _____ Telephone: _____

Type of activity: _____ Estimated number of participants: _____

Refreshments: _____ yes _____ no

Meeting dates: _____

Meeting time: from _____ to _____ (Must end 15 minutes before library closure)

The person signing the application, who must be an officer of the organization (or designated representative of the organization), is required to attend the scheduled meeting. That person is responsible for insuring that all rules of the Community Room Policy are observed. Any scheduling conflicts will be resolved by the Library Director, with library-sponsored programs taking precedence.

All attendees are required to sign a Township COVID hold-harmless agreement.

No materials are to be exhibited in a manner that will deface the walls; scotch tape, nails, thumb tacks and the like are not to be used. Current exhibits are not to be touched or moved. At the end of a meeting the room must be restored to the good order in which it was found, including removal of any trash.

I have read the Community Room Policy, and I agree that my organization and its members will abide by it while using the room. I understand that if any policies are violated, such action will be regarded as sufficient grounds for the Library Board of Trustees to rescind my organization's room use privileges. If my group uses any library owned equipment, I will be responsible for replacement or repair if any items are damaged.

Signature

Name printed

STAFF USE: Approved: _____ Date: _____

Dates used: _____

Notes: _____