

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

### ***General Principles***

Use of the River Vale Free Public Library Community Room ("Community Room") is primarily for library programs. When River Vale Free Public Library ("Library") activities are not scheduled, governmental, educational, non-profit, and community groups engaged in educational, cultural, intellectual, charitable, or social activities may schedule meetings in this room. The Community Room shall not be available for individuals, private social gatherings, or commercial purposes.

"Group" shall be defined as an assemblage of two (2) or more individuals for a unifying purpose. "Meeting" shall be defined as any gathering of two (2) or more persons to be held for a professional purpose. The Library Director shall have sole discretion in determining whether a proposed use satisfies any of the aforementioned definition(s) and make any exceptions in their discretion. Any applicant may appeal said decision, if denied, in accordance with River Vale Library Board policy.

Library business supersedes all other use of the Community Room. The Library reserves the right to cancel a scheduled use of the room at any time should it be determined that the space is needed for a Library related function or any type of weather or public emergency. Should the Library opt to cancel a scheduled use, notice to the applicant shall be provided as soon as practicable.

All children's groups must be supervised by an adult (over age eighteen (18) at all times. Children's groups using the room will need one (1) supervising adult for every ten (10) children in attendance.

No use of the Community Room shall be permitted that will, or is anticipated to, interfere with effective use of the Library by the general public or the regular operation of the library.

Township of River Vale ("Township") residents and organizations are given priority for use of the Community Room.

Applicants for use of the Community Room must be at least twenty one (21) years of age. However, applicants may assign an adult over age eighteen (18) to supervise any children's groups that are approved.

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

All meetings and gatherings shall be open to Library staff and members of the public.

It is the responsibility of the applicant to provide any necessary technology equipment. Any use of equipment that interferes with Library operations or which creates any losses or liabilities for the Library is strictly prohibited. Furniture may not be brought into or removed from the Community room space without the approval of the Library Director. The Township of River Vale, Library Board of Trustees and Library employees assume no responsibility or liability for the loss, theft, or damage of any property of any group, individual, or organization using Library facilities.

The consumption of alcoholic beverages, any type of smoking/vaping, and gambling is strictly prohibited on Library grounds and inside the Community Room. Additional prohibited conduct

includes commercial activities, such as but not limited to, engaging in the sale, marketing, or solicitation of goods or services, as well as fundraisers of any kind or for any cause. A group, however, may conduct nominal collection of dues from its members. The Friends of the Library organization is exempt from the prohibition on marketing, sales, games of chance, and fundraising activities.

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 while on site.

All Library policies apply to the use of the Community Room by all attendees. The most recent policies can be found on the library website at [www.rivervalelibrary.org/policies](http://www.rivervalelibrary.org/policies). Any group using the community room assumes full responsibility for the activity for which permission is sought to use the room, including the conduct of all individuals.

The applicant, by accepting use of the Community Room, agrees to hold the Township of River Vale and River Vale Library Board, along with their officers, agents, representatives, volunteers, servants, employees and/or officials (elected or otherwise) harmless from any and all claims, lawsuits, loss, damages or other liability (including attorney's fees) arising out of or in any manner related to the use of the Community Room.

The Library does not advocate for, nor endorse, any specific viewpoints expressed by Community Room users. Individuals and groups using the Community Room shall refrain from using advertising or publicity that implies that their programs are sponsored, co-sponsored, endorsed, or approved by the Library. In no case shall the Library assume responsibility, credit or liability for audience development for a specific meeting room use or program, unless otherwise expressly agreed to prior.

### ***Applications and Scheduling***

For the Friends of the River Vale Public Library: The Friends of the Library may apply for use of the Community Room and applications will be honored on a first-come, first-served basis. Limitations on the number of meetings per year do not apply. The Friends may reserve the Community Room up to twelve (12) months ahead of the reservation date, but not sooner.

For all other groups: 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 River Vale Library Board sets forth the following room use parameters:

- No more than twelve (12) reserved dates in a year by any organization.
- Permission to use Community Room space is not transferable.
- The room may be reserved up to three (3) months ahead of the reservation date, but not sooner.

Cancellations: Groups who wish to cancel their room reservation shall inform the Library of such no later than the day before the scheduled event. Failure to notify the Library of a cancellation or a no-show for a scheduled event may result in the rejection of future Community Room use applications.

### ***Room Set Up and Clean Up***

Applicants are solely responsible for Community Room setup and for returning all furniture and Library property to their original location. Limited use of the staff kitchen is permitted for the preparation of light refreshments, but cleanup is required. No undue burden shall be placed upon Library staff for any cleanup. Failure by an applicant to clean up may bar the applicant from applying to reserve the Community Room in the future or subject the applicant to non-compliance policies.

### ***Use During Public Health Emergencies***

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 within the confines of the law than those minimally required by said authorities.

### ***Non-Compliance With Library Room Use 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 any time, the Library Director, or supervisor in charge, may conclude a meeting that has become disorderly or is in violation of Library use policy.

Applications may be rejected and previously granted permission may be withdrawn for such violations. Permission to use Community Room space may be denied to any group or applicant that is uncooperative, disorderly or disregards Library regulations.

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.

Approved by the Library Board – November 15, 2023

# RIVER VALE FREE PUBLIC LIBRARY

## APPLICATION FOR USE OF THE COMMUNITY ROOM

\*\* All fields are required. Only completed forms will be considered for approval \*\*

**Organization Name:** \_\_\_\_\_

Application Date: \_\_\_\_\_

Name and Title of the Officer making the application: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Type of activity: \_\_\_\_\_ Estimated number of participants: \_\_\_\_\_

Refreshments: \_\_\_\_\_ yes \_\_\_\_\_ no

Meeting dates: \_\_\_\_\_

Meeting time: from \_\_\_\_\_ to \_\_\_\_\_ (Meetings to end 15 minutes before library closes)

By signing this application, the applicant accepts responsibility to ensure that all parties involved in the use of the Library Community Room will abide by Library policies and rules. Any scheduling conflicts will be resolved by the Library Director, with Library-sponsored programs taking precedence.

Nothing is to be exhibited in a manner that will deface the walls in any capacity, including but not limited to the use of temporary hanging tools such as scotch tape, nails, and thumb tacks. Displayed materials are not to be touched or relocated in any capacity without express permission. After all uses of the Community Room, the environment shall be restored to the good order in which it was found, including the removal of any trash.

I have read the attached Community Room Policy, and I agree that I will abide by it while using the Community 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 Community Room use privileges. I also understand that should any Library property be damaged during the course of the Community Room use due to my own or my invitees/agents' negligence, I will be responsible for the full cost of any replacement or repair.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name printed

STAFF USE: Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Dates used: \_\_\_\_\_

Notes: \_\_\_\_\_