

RIVER VALE FREE PUBLIC LIBRARY CONFERENCE ROOM POLICY

GENERAL PRINCIPLES

Use of the River Vale Free Public ESL Conference Room is primarily for library functions including English Language Learning tutoring. When library activities are not scheduled in the room, individuals can apply to use the room for short video conferencing or test taking. Examples of short video conferencing appointments include but are not limited to teleconferencing appointments regarding health, finances, legal discussions, or job interviews.

Library business supersedes all other use of the ESL Conference 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. As the room is located in the main area of the library, noise levels in the room must be kept to a minimum.

All library patron policies apply to the use of the conference room by the individual and the other parties on the teleconference call. The most recent policies can be found on the library website.

The ESL Conference Room may be used only during normal Library hours. All evening appointment reservations must be scheduled to end by 7:45pm.

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

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

Fire regulations must be observed at all times. Flammable materials may not be used for any purpose.

Any individual using the room assumes responsibility for the activity for which permission is sought to use the room; this includes the conduct of all individuals on the teleconference meeting. The applicant 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 ESL Conference Room unless the claim is due to the sole negligence of the Township of River Vale.

The ESL Conference Room may not be used for commercial activity and no fund-raising activities are permitted. For example, the room is not intended to be used by an attorney to meet remotely with clients, but is intended for the individual to meet with their attorney in a safe and private environment. Individuals using the library conference room are prohibited from conducting sales. Solicitation is also not permitted.

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

APPLICATIONS & SCHEDULING

For Library English Language Tutors: Tutors from the Literacy Volunteers of Pascack Valley program should coordinate use of the room with the Library's ESL Coordinator to guarantee space availability. Limitations on the number of meetings per year do not apply. Room reservations are approved on a first-come, first-served basis..

For all other individuals: Application for use of the ESL Conference 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 limit individuals to:

- 1) No more than twelve (12) reserved dates in a year.
- 2) Applicants may apply to the Library Board for approval of more reservations in a calendar year.
- 3) Permission to use Library meeting space is not transferable. The room may be reserved up to **three (3)** months ahead of the reservation 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.

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 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 library may be denied to any applicant that is uncooperative, disorderly or disregards library policies. 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 – December 21, 2022

RIVER VALE FREE PUBLIC LIBRARY

APPLICATION FOR CONFERENCE ROOM USE

Name: _____

Application date: _____

Address: _____

Telephone: _____

Type of activity: _____

Meeting Dates:

Times (Evening meetings to end at 7:45pm):

By signing this application, the applicant accepts responsibility to ensure that all parties involved in the scheduled teleconference meeting 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; scotch tape, nails, thumb tacks and the like are not to be used. Displayed materials are not to be touched or moved. At the end of a teleconference the room must be restored to the good order in which it was found, including removal of any trash.

I have read the attached Conference Room Policy, and I agree that I 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 room use privileges. If I use 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: _____