

RIVER VALE FREE PUBLIC LIBRARY CONFERENCE ROOM POLICY

GENERAL PRINCIPLES

Use of the River Vale Free Public ESL Conference Room (“conference room”) is primarily for library functions including, but not limited to, English Language Learning tutoring through the Literacy Volunteers of Pascack Valley. When library activities are not scheduled in the room, individuals over the age of 18, and small non-profit groups (up to 12 individuals) may apply to use the room for meetings, short video conferencing, or test taking. All children’s groups must be supervised by an adult at all times. The Conference Room shall not be made available for social or commercial purposes.

“Meeting” shall be defined as any gathering of 2 or more persons to be held for a professional purpose. “Short video conferencing appointments” shall be defined as teleconferencing appointments regarding health, finances, legal discussions, job interviews or other similar appointments with industry professionals. “Test taking” shall be defined as the taking of any standardized test administered through an educational or governmental organization. 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.

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. No furniture may be brought into or removed from the Conference room space. 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.

Library business supersedes all other use of the ESL Conference 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.

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. Any technology being used shall be kept at the lowest possible volume that does not cause a detriment to the purpose of the approved meeting and/or use. Any necessary conferencing among parties using the room shall be kept at a low and respectful tone at all times.

All library policies apply to the use of the conference room by all individuals, including other parties on any teleconference call. The most recent policies can be found on the library website at rivervalelibrary.org/policies.

The ESL Conference Room may be used only during normal library hours and must end 15 minutes before the library closes.

All Township of River Vale residents and groups are given priority for use of the conference room.

The consumption of alcoholic beverages, any type of smoking/vaping, and gambling is strictly prohibited on library grounds and inside the conference 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. 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 while on site. Flammable materials may not be used for any purpose while on site.

Any individual or group using the conference room assumes full responsibility for the activity for which permission is sought to use the room, including the conduct of all individuals participating in any teleconference.

The applicant, by accepting use of the conference room, agrees to hold the Township of River Vale and River Vale Library Board, along with their officers, agents, representatives, volunteers, servants and 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 ESL Conference Room.

The library does not advocate for nor endorse any specific viewpoints expressed by ESL Conference Room users. Individuals and groups using library meeting rooms 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 & SCHEDULING

English Language Tutors through the Literacy Volunteers of Pascack Valley: Tutors 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 the Friends of the River Vale Public Library: The Friends of the Library may apply for use of the Library ESL Conference 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 conference room up to twelve (12) months ahead of the reservation date, but not sooner.

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

No more than twelve (12) reserved dates in a year by any one person or organization.

Permission to use library meeting space is not transferable.

The conference room may be reserved up to **three (3)** months ahead of the reservation date, but not sooner.

Cancellations: Groups and individuals 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 conference room applications.

ROOM SET UP and CLEAN UP

Applicants are solely responsible for conference room setup and for returning all furniture and library property to their original location. No undue burden shall be placed upon library staff for room cleanup. Failure by an applicant to clean up may bar the applicant from applying to reserve the conference room in the future or subject the applicant to non-compliance policies.

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 conference room space 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 – October 18, 2023

RIVER VALE FREE PUBLIC LIBRARY APPLICATION FOR CONFERENCE ROOM USE

Name: _____ Group (if applicable): _____

Application date: _____

Address: _____ Telephone: _____

Type of activity: _____ # of Attendees: _____

Meeting Dates: _____ Times (Meetings must end 15 minutes before close): _____

By signing this application, the applicant accepts responsibility to ensure that all parties involved in the use of the library conference 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 the use of temporary hanging tools such as scotch tape, nails, and thumb tacks. Displayed materials are not to be touched or moved. After all uses of the conference room, the room shall be restored to the good order in which it was found, including the 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. I also understand that should any library property be damaged during the course of the room use, I will be responsible for the full cost of any replacement or repair.

Signature

Name printed
Title (if on behalf of Group) _____

STAFF USE: Approved: _____ Date: _____ Dates used: _____

Notes: _____
