



Mount Laurel
Library

MEETING ROOM POLICY

1. The primary purpose of the Mount Laurel Library's meeting rooms is to support library programs and activities. Therefore, library sponsored programs and the programs of the Library's affiliated organizations will always be given first priority in the reservation of meeting room space.
2. The Library meeting room is also available for use by non-profit organizations for any public function of an informational, educational, cultural or civic nature. A program of a civic nature is defined as including programs of a political nature. Use of the meeting room is subject to these policies and regulations.
3. The library shall not attempt to judge the objectives of any group or program not sponsored by the library, but will open its doors to all groups requesting use of meeting rooms provided that the purposes in using the library facilities are educational, cultural or civic in nature and do not interfere with the orderly conduct of the library. In the event of a conflict in scheduling, the following priorities shall apply: (1) library-sponsored programs; (2) educational programs; (3) cultural programs; (4) civic programs. In the event of a conflict, preference will be given to groups that are based in Mount Laurel over groups that are based outside of Mount Laurel.
4. All meetings must be open to the general public.
5. Groups using the room must have at least one member who is a resident of Mount Laurel. That member must take responsibility for the use of the room. This includes contracting for specific dates and times. The only exception is an out-of-town group which is making a public presentation for Mount Laurel residents. In any case, the individual and/or organization to whom the use of the meeting room is granted shall assume full liability for damage to any property in connection with the use of the meeting room, and shall be fully responsible for the preservation of order at all times.

The meeting room scheduling year runs from September through June. July and August are reserved for Library use. Individual bookings in July and August may be made at the discretion of the Library Director.

Library programs have priority over all other programs. Use as a polling site by the County Election Board has priority over all programs.

Groups whose membership is composed of at least 75% Mount Laurel residents may request reservations for the meeting room in writing beginning July 1 for the dates between September 1 and December 31, November 1 for the dates between January 1 and March 30, and February 1 for dates between April 1 to June 30, after which time the contract must be renewed.

Groups whose membership is less than 75% Mount Laurel residents may book the room under the same terms, beginning August 1. Weekly bookings will be accepted for up to ten weeks, then are subject to review. Within those date guidelines, all bookings are on a first-come, first-served basis.

6. Standing bookings for using the room more than once a week will not be accepted. However, multiple bookings by the same group within one week will be accepted if it is a one-time occurrence.
7. Legal capacity of the full meeting room is 140 persons. The room may be divided into two smaller meeting rooms. See Addendum for available meeting room and kitchenette equipment.
8. Furniture may not be moved from other areas of the Library. If additional tables or special equipment are needed, they must be provided by the group using the room. **NOTHING IS TO BE HUNG OR ATTACHED TO THE WALLS.**
9. Persons attending the meetings in the meeting room may not enter other parts of the Library after it has closed, with the exception of the rest rooms adjacent to the meeting room entrance.
10. Persons attending meetings must not attempt to change thermostat settings. Any heat/air conditioning problems should be referred immediately to a Library staff member.
11. Teen-age or children's groups may use the room provided an adult contracts for the room. One adult per each 15 young people must be present to supervise the meeting at all times.
12. The room may not be used for private parties, such as showers, birthday parties, wedding receptions, children's parties, etc.
13. No programs for which fees are charged may be held unless they are sponsored by the Library. Organizations or individuals may not charge an admission fee, solicit donations or sell any product, item, or service for profit or charity at meetings that are held in the library building. Use of library facilities shall not be granted for any commercial or profit-making organization or for private social functions. No Mount Laurel resident will be refused the right to participate in any available Library program for which there is a fee because of an inability to pay.
14. Bookings are handled by the Library Secretary. No booking is firm until a contract has been signed. Each group seeking to reserve the meeting room shall first make the request in writing and submit it to the Library Director's office for approval at least 7 days prior to the meeting date. An online form is available at www.mtlaurel.lib.nj.us. No group shall be permitted to use the meeting room unless the Library Director has approved the application. Each applicant shall present evidence of organizational liability insurance to the limits determined by the Library Board of Trustees from time to time and may, if requested by the Library Director, be required to post a security deposit against damages. The insurance may be waived at the sole discretion of the Library Board.

15. An authorized representative or representatives of the applicant shall sign each application and attendance form and shall:
 - a. Be responsible for the care and use of library property;
 - b. Be in attendance at all times during the occupancy of the meeting room;
 - c. Insure that the premises are vacated promptly and at the time specified on the application;
 - d. Be responsible for leaving the facility in the same condition as prior to its use;
 - e. Assume liability for payment of any fees or reimbursement for damages due to the library;
 - f. Sign an indemnification and hold harmless agreement, agreeing to indemnify and hold harmless the library and its officers, directors, employees, agents, and other personnel from any and all liability arising out of the group's use of the meeting room;
 - g. Be responsible for submitting a signed attendance form reflecting the names and addresses of persons attending the program or meeting held in the meeting room.
16. Certain kinds of programs are not appropriate for the meeting room, even though the group booking the room might meet all requirements. These include dinners, luncheons, dances or other programs that include extensive refreshments or anything that might be distracting to patrons of the Library.
17. Refreshments served in the meeting room must be simple, such as coffee and cookies. **ABSOLUTELY NO ALCOHOLIC DRINKS MAY BE SERVED**, including wine and spiked punch.
18. Groups using the meeting room must supply their own coffee, tea, sugar, cream, cups, napkins, plates, flatware, and plastic trash bags. Supplies kept in the kitchenette are the personal property of the Library staff and may not be used.
19. Notwithstanding a valid booking, the Library retains the right to cancel a booking for unexpected or extraordinary Library purposes.
20. Individuals or groups must apply in writing in advance to the Library Board of Trustees for a variance to any of the above rules.
21. **SMOKING IS NOT PERMITTED IN THE LIBRARY AT ANY TIME.** This includes the meeting room, the rest rooms, the foyer and all other areas of the building.
22. The Library Board and staff are not responsible for accidents, injury or loss of property occurring to any individuals or groups while using the meeting room.
23. Permission to use the meeting room does not, in any way, constitute an endorsement by the Library of the aims, principles, policies or programs of any group or organization.
24. Users of the meeting room shall not post any signs of any type on or near Library or Township property publicizing their use of the meeting room. In the event this prohibition is violated, use of the meeting room may be immediately canceled by the Library Director.

25. In the event that users desire to publish, in any publication other than press releases, notice of their use of the meeting room or of any event to be held in the meeting room, the publication shall not suggest or state that the Library endorses in any way the group or organization using the meeting room, and shall include the following disclaimer:

The Mount Laurel Library meeting room is available for use by non-profit organizations for any public function of an informational, educational, cultural or civic nature. The Library does not attempt to judge the objectives of any group or program not sponsored by the Library. Permission to use the meeting room does not, in any way, constitute an endorsement by the Library of the aims, principles, policies or programs of any group or organization.

Users desiring to publish notice of their use of the meeting room or of any event to be held in the meeting room shall submit to the Director, at least one week in advance of publication, the copy to be published along with information on when and where the copy will be published. Failure to adhere to this requirement may result in immediate cancellation of use of the meeting room by the Library Director.

26. The meeting room must be vacated by the contracted time, which shall be no later than the regular business hours of the library, unless special permission is granted in advance by the Library Board of Trustees, based upon a written request presented to the Board at a regular meeting of the Board.
27. Cleaning the room after a meeting is the responsibility of the group using it. This includes emptying trash into plastic bags, sweeping up, replacing folding chairs in closet, lining up stacking chairs in neat rows, cleaning table tops and cleaning kitchenette and coffee pot, if used.
28. There is a \$25 cleaning/security deposit. It will be refunded after the last contracted meeting, if each meeting concludes promptly no later than the time scheduled in the contract, is vacated prior to Library closing, and if the room has been consistently left neat and orderly. Failure to vacate the room promptly at the scheduled hour per the contract or leaving the room in disarray will result in a forfeit of the deposit and cancellation of the remainder of the contract.
29. In the absence of the Library Director, her designee shall serve in her capacity with authority to make decisions with respect to any issues relating to the meeting room policies and regulations.

ADDENDUM

MEETING ROOM EQUIPMENT

1. 20 tables on wheels
2. 100 chairs
(more available on request)
3. Lectern with sound system
4. White board
5. VCR with Monitor
6. DVD player with monitor
7. 2 projection screens

KITCHENETTE EQUIPMENT

1. 90-cup coffee pot
2. 30-cup coffee pot
3. Small refrigerator
4. Stove
5. Microwave

Approved By the Mount Laurel Board of Trustees – June 3, 2009