

SAYREVILLE PUBLIC LIBRARY



APPLICATION FOR USE OF MEETING ROOM (Use one form of each meeting room use requested)

Fax to: 732-553-0776/ Email to: jlarsen@lmaxc.org/ Mail to: 1050 Washington Rd., Parlin, NJ 08859

Date of application:

Name of organization
or group:

Applicant name:

Applicant telephone #:

Applicant email
address:

Estimated number of
attendees:

Date of meeting:

Time of meeting
(start-end):

Type of meeting:

Name of responsible member who shall be present during room use (if other than above, must be over 21 years old):

Signature of applicant:
(by filling in your name below, you are authorizing an e-signature of your name)

Please email a copy of the event flyer to jlarsen@lmaxc.org. This flyer will be posted on the Library's community events board.

Liability Waiver/Indemnification Agreement

I have received, read, understood, and agree to comply with the Sayreville Free Public Library's Meeting Room Policy.

I hereby fully release and discharge the Sayreville Free Public Library Board, the Borough of Sayreville, its officers, agents and employees from any and all claims from injuries, including death, damages or loss, which may arise or which may be alleged to have arisen out of, or in connection with the requested meeting(s) in the Sayreville Free Public Library.

I further agree to indemnify and hold harmless and defend the Sayreville Public Library Board, the Borough of Sayreville, its officers, agents and employees from any and all claims resulting from injuries, including death, damages and losses, including, but not limited to the general public, which may arise or may be alleged to have arisen out of, or in connection with the above meeting(s) in the Sayreville Free Public Library.

Signature:

(by filling in your name below, you are authorizing an e-signature of your name)

Phone number:

MEETING ROOM POLICY

As a public institution, the Sayreville Public Library is dedicated to free expression and free access to information and ideas on all points of view concerning the problems and issues of interest to the residents of Sayreville. To this end, The Library maintains meeting room(s) for library and community use. The meeting room(s) are available for meetings and programs open to the public that are sponsored by nonprofit organizations and community interest groups and boards and agencies of the Library, Borough government, and schools. Preference is given to Sayreville organizations, but regional groups are accommodated when there are no scheduled conflicts. Permission to use the meeting room(s) does not imply Library endorsement of the aims, policies, programs or public statements of any group or organization. Such permission is revocable and does not constitute a lease.

The use of a meeting room must be consistent with the provisions of this policy and may be denied:

(a) where use is inconsistent with policy and/or regulations, (b) where there is a likelihood of physical hazard to participants or audience, (c) when there has been misuse of premises or equipment or violation of this policy and/or regulations by the organization in the past. An application form must be submitted for use of the meeting room(s). Applications falling within the provisions of this policy and regulations are approved by the Library Director. The Library Board of Trustees reserves the right to review all applications, and shall review applications not approved by the Director if requested by the applicant. Any deviation or changes or exceptions to this Meeting Room Policy or regulations requires the written consent of the Board of Trustees.

REGULATIONS

A. Prohibited Uses

The meeting room may not be used:

1. For any meeting closed to the general public, with the exception of:
 - a. Courses of academic instruction approved by the Sayreville Board of Education or the New Jersey Department of Education or the institutions under its jurisdiction;
 - b. Executive sessions of otherwise qualified organizations, when those executive sessions are carried out under the provisions of applicable state laws.
2. For any meeting sponsored by or for a commercial organization or purpose; or at which goods or services are advertised or sold whether for profit or to raise funds for nonprofit organizations.
3. For any meeting where physical activities and/or volume of noise generated may disturb other people in the Library.
4. For any use by private teachers who wish to have their students demonstrate or exhibit their abilities or talents.
5. For the conduct of any unlawful activity.
6. For any meeting for which admission is charged.

B. Conditions on Use

1. An application form for use of a meeting room must be filled out completely, signed by the applicant, and submitted to the Library Administrative Office at least two weeks in advance of the requested meeting.
2. The applicant must leave the meeting room in the same condition in which it was found. Tables and chairs must be returned to the original configuration. All trash must be deposited in the trash receptacle. All debris from crafts or event materials must be collected and removed. Set up and clean up must occur within the reserved time for the meeting.
3. No materials may be affixed to the walls or ceiling by any means whatsoever.
4. The applicant assumes full financial responsibility for misuse of or damage to the premises and equipment.
5. Applications for meetings designed for children, specifically anyone under the age of eighteen (18), must be sponsored and signed by an adult who will assume responsibility. At least one adult must be in attendance when the meeting room is being used by such a group or organization.
6. The Library is a smoke-free building. Smoking is not permitted in any area of the Library, including the meeting room(s).
7. Alcoholic beverages are prohibited.
8. Refreshments may be served at program meetings with the consent of the Library Director. No utensils or appliances are provided by the Library.
9. The applicant may be granted permission for use of specified library equipment, if available, provided that the group or organization has an operator skilled in the use of the equipment requested. If a skilled operator is not available, the group or organization will be required to hire a qualified Sayreville Library staff member, if available, at his/her regular hourly wage plus one dollar per hour. If the group or organization furnishes the skilled operator, the applicant assumes full financial responsibility for misuse, damage, or loss of the library equipment.
10. Neither the name nor the address of the Sayreville Public Library may be used as the address for groups or organizations using meeting room(s).

11. Organizations utilizing the meeting room(s) are considered a public accommodation under the Americans with Disabilities Act (ADA) and are therefore responsible for providing auxiliary aids and services in compliance with the ADA.

12. Organizations are subject to copyright law in their use of film, video, music, and other media and are also responsible for observing the admission policies associated with Motion Picture Association of America (MPAA) guidelines when showing rated films in the meeting rooms.

C. Schedules

1. The Library reserves the right to cancel a meeting with two (2) weeks advance notice if the meeting room is required for a library program.

2. In the event that a group or organization must cancel a scheduled meeting, an authorized member of the group or organization must notify the Library Events Coordinator of the cancellation. Such notice of cancellation should be given as soon as possible but no later than forty-eight (48) hours prior to the scheduled date of the meeting. The Library reserves the right to deny meeting room(s) to organizations which either fail to properly notify the Library Events Coordinator of cancellations of two (2) meetings, or organizations which cancel two (2) meetings within the same calendar year.

3. Meetings must be scheduled during hours when the Library is open to the public. Daytime meetings must conclude by 4:45 pm including cleanup. Evening meetings, Monday through Thursday, must conclude by 7:45 pm including cleanup.

4. Reservations must be made for specific hours, and applicant must leave promptly at the conclusion of the specified time.

5. The Library will accept applications for a series of regular meetings to be scheduled on an annual basis, with the frequency of such meetings to be no greater than once per calendar month. If the application is approved for a group with no prior history of a series meeting schedule with the Library, then such a group will only be permitted to schedule up to six (6) meetings, with the frequency of such meetings to be no greater than once per calendar month.

D. Waiver of Regulations

Exceptions from specific regulations of this policy may be authorized in writing for the Friends of the Sayreville Library, all Boards and Agencies of the Borough of Sayreville and on behalf of the Borough of Sayreville, Sayreville Board of Education, and the Sayreville Library staff.