

## **WEST MILFORD TOWNSHIP LIBRARY**

### **Policy on Use of Study and Conference Rooms**

The West Milford Township Library has two small quiet study rooms on the first floor and a board conference room on the second floor. These rooms may be reserved for use by local community or non-profit organizations and groups whose purposes are educational, cultural and/or civic in nature. Use of a study room or the board conference room for commercial purposes is prohibited unless prior approval is granted by the Director. Use of these rooms for meetings is subject to the provisions listed below. The library does not regulate the use of the meeting rooms governed by the Township on the second floor. Permission to reserve these rooms must be obtained through Community Services & Recreation.

- Library meetings and co-sponsored library programs will be given first priority for use of study rooms or the conference room.
- The primary use of the study rooms is quiet study and/or tutoring. They shall be given preference over other uses.
- When a study room or the conference room is not being used or reserved for a library activity, the room may be available to the public for governmental, non-profit, civic, cultural or educational programs or meetings. Any other usage is subject to approval of the Director or authorized Staff members.
- Any programs or organizational Regular Meetings held in the conference or study rooms must be open to the general public, and made available free of charge.
- The attached “Application for Conference Room Use” must be submitted to reserve the Conference Room. Groups or individuals carrying insurance must also attach a Certificate of Insurance.
- Reservation of study rooms or the conference room for a lengthy series of meetings or other use will be determined at the discretion of the Director.
- Only fundraising events sponsored by the library or organizations affiliated with the library such as the Friends of the WMTL are permitted.
- Any person reserving the conference room must be 18 years of age or older, be present throughout the session, and deemed by the library as the responsible party.
- Use of library study rooms must be within regular library hours and must not interfere with the normal functioning of the library.

- Use of the board conference room outside of normal library hours will be at the discretion of the library director.
- All meetings conducted in the study rooms must be completed ten (10) minutes before the library closes.
- Once permission for use of a study or conference room has been granted it cannot be transferred to another person or group.
- Study room reservations shall be invalidated should the party or parties who made the reservation not arrive within fifteen (15) minutes of the start time. Library Staff shall attempt to accommodate these reservations, but should any parties present at the Library wish to use the room, said parties shall receive priority.
- No mail or shipments of materials will be accepted for individuals or organizations granted approval for use of a study or conference room.
- Use of food and beverages in study rooms or the conference room must comply with the Board policy on food and beverages in the library. Alcohol or tobacco use is strictly prohibited by Township ordinance.
- Rooms must be left in a clean and orderly condition.
- Display materials that would damage or deface walls, floors, furniture, etc. may not be used. Only materials approved by the Director or the Board of Trustees may be displayed.
- Groups or individuals receiving permission for use of a study room or the conference room assume all responsibility and liability for property damage or personal injury or loss sustained by any attendee. Furthermore, such groups or individuals indemnify and hold harmless the West Milford Township Library, its employees, the Board of Trustees and the Township of West Milford from any and all liability arising from the use of any study or conference room, including the reasonable costs of attorney fees and expenses incurred in the defense of any litigation against the library or Township arising out of any use of a meeting room.
- Permission to use a library study or conference room does not imply that the library endorses any group's philosophy, ideas, views or position.
- The library reserves the right to deny use of study rooms or the conference room to any user whose planned use does not comply with the terms of this policy or conform with library and/or community standards.

# West Milford Township Library Application for Conference Room Use

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

Phone: \_\_\_\_\_

Name of Applicant:  
\_\_\_\_\_

Organization: \_\_\_\_\_

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

Date(s) Required: \_\_\_\_\_ From Hours of: \_\_\_\_\_

For Purpose of: \_\_\_\_\_

Anticipated Attendance: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

Your Signature: \_\_\_\_\_

Do not write below this line

APPLICATION:  Approved  Disapproved Date: \_\_\_\_\_

NO PROGRAMS/EVENTS WILL TAKE PLACE ON ANY DATES WHEN THE BUILDING IS CLOSED (HOLIDAYS, INCLEMENT WEATHER, OR FOR ANY OTHER INSTANCE.)

The parties to whom this permit is issued must assume responsibility for any damage to or loss of property that may occur during their occupancy. Please clean and straighten after your program. If your organization has liability insurance please attach a copy of your certificate. As the permit holder, please ensure that this policy is upheld. This permit is subject to the attached Rules and Regulations.

**Adopted: 4/10/2018**

**Amended: 6/12/2018**