

X. Use of Community Rooms

1. Local, non-profit organizations or groups may use the Library's community rooms, subject to space and time availability, so as not to conflict with the Library's use of the facilities. The Library Board and Director reserve the right to restrict and limit the use of the community rooms. All applications are subject to review by the Library Director or Library Board or their designee. Permission to meet at the Library does not constitute the Library's endorsement of the organization's policies or beliefs.
2. Hours of Use: All meetings shall be held between the following hours, which are based upon the hours the Library is open or custodial coverage is available:

Monday through Thursday: 10:00 a.m. - 9:00 p.m.

Friday: 10:00 a.m. - 5:00 p.m.

Saturday: 10:00 a.m. - 4:00 p.m.

(Saturdays in July and August) 10:00 a.m. - 2:00 p.m.

If any group or organization exceeds the stated time limits, they must pay the additional custodial wages for the excess hours. Advance permission is required. Special requests for use of the facility for other than the stated times are subject to approval by the Library Director and/or Library Board.

3. No admission charges, collections, tuition, sales (except for regular club dues) or other money raising activities may be attached to the meeting rooms. Groups may only accept donations for a charitable or educational use.
4. Each organization must submit a certificate of liability insurance for personal injury and property damage in the amount of \$1 million dollars with the Library as the certificate holder. Each organization shall assume financial responsibility for any theft or damage resulting from its use of the facilities.
5. There will be a \$100 refundable security deposit required at the time the reservation is made. Borough of Ringwood Boards, Commissions or Departments are exempt from this charge. The deposit will be refunded if the room is vacated on time and left in an acceptable condition after the program, or after the conclusion of the series of programs.
6. Reservations
 - a. Reservations will be considered on a first-come, first-served basis, upon receipt of the completed application form, deposit payment and insurance certificate. The Library must be notified of cancellations at least 10 days before the scheduled meeting to issue a refund.
 - b. Community rooms may be scheduled for no more than six months in advance based on the school year, and cannot be reserved by any one organization more than twice per month. Scheduling will begin June 1 for the coming school year, September through August.

General Policies

- c. The Library reserves the right to cancel or relocate any scheduled meeting if circumstances warrant.
- d. All meetings must be open to the public, as according to state and local laws.
- e. Technology requests must be made at least one week in advance of the use of the room. A technical request generally includes, but is not limited to, setting up a laptop with a mirroring connection to the available monitor for presentation purposes. Although staff on duty will help to the best of their ability, Ringwood Public Library cannot guarantee that you will not experience technical difficulties.

7. Rules for Use

- a. The group or organization is responsible for setting up tables, chairs and any specialized equipment, and for restoring the original arrangement upon the conclusion of the meeting.
- b. Groups with members under 18 years of age must have an adult sponsor who will be present at the meeting. Organizations sponsoring programs for children under 18 must provide chaperones who will be present in the room and responsible for the children's welfare and behavior. A general guideline is 10 children per chaperone.
- c. The kitchen is available for the serving of light refreshments only.
- d. If the organization cancels a scheduled meeting, the Library must be notified no less than 48 hours in advance.
- e. All refuse must be disposed of in containers provided. Tables must be clean and wiped down.
- f. No modifications to the facility are permitted. No tape or tacks may be used. Decorations or equipment must be removed before the room is vacated.
- g. Excessive noise or use of hazardous materials is prohibited.
- h. Smoking, use of alcoholic beverages, drugs, or other illegal substances are not permitted.
- i. Compliance with all applicable local, state and federal laws pertinent to the organization's use of the community room shall be the sole responsibility of the organization. Examples include, but are not limited to, public performance rights, copyright, the laws of libel and slander, etc. Should any group knowingly violate any local, state or federal laws, and after reasonable notice of same to the organization; the Library will no longer permit the organization to use the facilities.
- j. The conduct of meetings will be respectable and well governed.
- k. Organizations are required to supply their own equipment and supplies. No dishes, silverware, paper goods, etc. will be provided.

General Policies

- l. No organization or group shall use the Library as its official address or for purposes of maintaining an office or place of business, except the Library Board and the Friends of the Ringwood Library. Storage of goods by organizations meeting at the Library cannot be accommodated.
 - m. Failure to abide by these rules may result in cancellation, refusal of future reservations, and/or forfeiture of the deposit, at the discretion of the Library Director or Board of Trustees.
8. Emergency closings: If the Library is closed due to inclement weather or another emergency condition, the community rooms will be closed. If the weather is questionable, the organization is responsible for contacting the Library to verify that it will be open and to inform its members accordingly.
9. Seating Capacity: Meeting room and conference room combined, 47 with furniture and 101 without furniture. Conference room, 16 people with wall closed. Main room, 165 people without furniture.
10. The Library subscribes to "The Library Bill of Rights: Meeting Rooms", adopted July 2, 1991 by The American Library Association Council, which states in article VI that "libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

Adopted by Library Executive Board June 24, 1999

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