**General Guidelines for Use of the Community Meeting Room**

Meeting rooms are available free of charge for use by any local organization engaged in educational, cultural, intellectual, civic or charitable activities. Article six of the American Library Association Bill of Rights, endorsed by the Long Branch Free Public Library, reads as follows:

*Libraries which make exhibit space and meeting rooms available to the public they serve make such facilities available on an equitable basis, regardless of their beliefs or affiliations of individuals or groups requesting their use.*

**Meeting room use is subject to the following guidelines approved by the library board:**

1. Permission to use a Library meeting room does not constitute or imply Library endorsement of the aims, policies or activities of any group or organization or views expressed during the meeting. Groups using Library meeting rooms must not use advertising and publicity which imply that their programs are sponsored, co-sponsored, endorsed or approved by the library.

2. Publicity is the responsibility of the organization. All literature and publicity regarding meeting room activities must clearly identify the sponsor(s). Groups must provide a telephone number for the public to contact for information.

3. Applicants must be at least eighteen (18) years of age.

4. Rooms are NOT available for use on a regular continuing basis by any organization unless approved by the Library Director. Applications should be filed at least two weeks prior to the requested date. Permission to use the meeting room does not include the use of library owned equipment.

5. If an approved meeting is cancelled, the group should notify the Director at least two days in advance so that others may schedule use of the meeting room.

6. Meeting rooms are available only during the hours the library is open.

7. There shall be no solicitation for donations or selling of products or services at the meetings. It is permissible for authors to sign and sell materials following a library-sponsored performance or presentation.

8. Applicants must adhere to fire codes. All federal, state, and local ordinances, as well as rules of the Police and Fire Departments relating to public assemblies must be strictly obeyed. The Community/Meeting rooms’ doors must be kept open during meetings and programs as per order of the Fire Marshall.

9. The library is not responsible for personal belongings left in the meeting rooms.

10. Smoking or alcoholic beverages are prohibited in the library.

11. Groups are responsible for abiding by the Library Rules of Behavior. Children or teenage groups must have adult supervision. The provision of the meeting room space is not the primary mission of the Library and must always be subordinate to the paramount need to provide a safe, peaceful and respectful environment in which to read and study. No use of meeting rooms that is likely to disturb Library patrons and their customary use of Library facility, impede Library staff in the performance of their duties, or endanger Library buildings or collection will be approved or permitted.

12. Groups must provide their own supplies, materials, refreshments, equipment, etc.

13. Groups are responsible for their own set-up/clean-up of tables, chairs, and equipment. A $25 cleaning fee will be charged if the room is not left clean. The applicant will be held responsible for loss or damage resulting from room use. Compensation for such loss or

damage must be made promptly upon billing. The applicant shall indemnify the Library for any property damage during room use and for expenses and costs, including attorney's fees incurred by the Library or its employees and agents in defending against any claims or demands for losses or liability arising from or related to the applicant's use of the premises.

14. The applicant shall hold the City of Long Branch, the Library, its employees, volunteers,

nand agents harmless from any claim, loss, or liability arising out of or related to the applicant’s use of the premises, or from any condition of the used premises, including any

such claim, loss or liability which may be caused by or contributed to in whole or in part by the City, its employees and agents. The group**,** and the organization the applicant represents**,** hereby fully and unconditionally waive their individual and collective rights to recover from the City, the Library, officers, employees, agents and volunteers, any loss, damage, restitution or compensation arising out of this agreement or out of the use of any City property associated with this agreement. The City, the Library, officers, employees, agents and volunteers shall in no event be liable, for any loss or damage suffered or incurred by applicant, the organization applicant represents, or their agents, employees, customers, invitees or licensees for any reason whatsoever. Such waiver includes, without limitation, waiver of liability for death, personal injury, theft, damage to motor vehicles, loss of property from within motor vehicles, business interruption, lost profits, consequential damages, and rights of subrogation.

15. The Library Director reserves the right to cancel any meeting because of adverse weather conditions or for any other emergency.

16. The Library Director has full authority to accept, renew, reject or revoke requests for permission to use meeting rooms. Any violation of these rules and regulations may result in an order to vacate the premises immediately and/or suspension of the privilege of using the Meeting Room.

***For the Meeting Room Application Forms, please refer to our website at*** [www.longbranchlib.org](http://www.longbranchlib.org)

**MEETING ROOM**

**a. Occupancy:**

Main Library, Children’s Room: 31 chairs only

15 tables and chairs.

Community Room: 129 chairs only

61 tables and chairs.

Time limit: Library hours of the day.

Restrictions: No smoking, no alcoholic beverages, room is left in a neat and

orderly condition.

Charge: None.

A fee will be charged for any damage to property.

**Approved 7/10/89 Amended 9/10/90, 3/11/91, 5/3/93, 8/10/95, 9/28/98, 12/21/98, 9/20/04, 10/16/06, 2/13/2012**

**Long Branch Free Public Library**

**328 Broadway Long Branch, NJ 07740**

**Phone: 732.222.3900 Fax: 732.222.3799**

**Request for Use of Meeting Room**

Today’s Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and mailing address of organization:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and title of requesting official:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Topic or nature of program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Speaker (name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of people to meet: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, in requesting use of the library meeting room, affirm that the information provided in this request is true and that I have read the Policy Statement of the Library Board with regard to the use of the meeting room. I affirm that our organization is eligible and that we will accept all provisions of the policy.

Request Approved: \_\_\_\_\_\_ Request Denied: \_\_\_\_\_\_\_\_\_\_\_ Per: \_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_