



## 2.12 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 non-profit 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 regulation, (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 by the organization in the past.

Application forms 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 from these rules, or any changes or exceptions, 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 non-profit organizations.
3. Any meeting which has noise or physical activities that are disturbing to 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.

### **Conditions on Use.**

1. Application forms 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. Applicant is responsible for its own set-up of chairs, etc., and must clean up the room, returning it to the condition in which it was found, after completion of the meeting. 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 of young people, through senior high school, 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 at the discretion of the Library Director. No utensils or appliances are provided by The Library. The applicant must leave the meeting room in the same condition in which it was found.
9. After Library closing hours, meeting groups are restricted to the general area of the meeting room(s), corridor and rest rooms.
10. 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.

11. 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).

12. 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.

13. 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 weeks advance notice for the purpose of a library program.
2. It is the responsibility of the group or organization to inform the Library Administrative Office if a meeting is cancelled. The Library reserves the right to deny meeting room(s) to organizations that fail to notify The Library of cancellations or frequently cancel meetings.
3. Meetings must be scheduled during hours when The Library is open to the public. Evening meetings, Monday through Thursday, must conclude by 7:45 P.M.
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 a frequency of such meetings to be no greater than once a 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.

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

FAX TO: 732-553-0776 OR MAIL TO: Sayreville Public  
Library  
E-MAIL TO: alainad@lmax.org 1050 Washington Road  
Parlin, NJ 08859

Date of application \_\_\_\_\_

Name of organization or group  
\_\_\_\_\_

Applicant Name \_\_\_\_\_  
Tel. \_\_\_\_\_

Address \_\_\_\_\_

Estimated number of attendees (max. 45) \_\_\_\_\_

Date of Meeting \_\_\_\_\_

Time of Meeting (start) \_\_\_\_\_ (end) \_\_\_\_\_

Type of meeting (film, lecture, discussion, etc)

Name of a responsible member of the  
organization who shall be present during  
meeting room use (if other than applicant):  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
(for Library use)

Date application approved \_\_\_\_\_

Comments: