



## **Brielle Community Library Association**

### **Meeting Room Use Policy**

#### **Introduction**

It is the policy of the Brielle Community Library Association (the Library) to provide a meeting room to community organizations or individuals as a public service. Use of this room does not constitute an endorsement by the Library of either programs or points of view expressed therein. The meeting room is available on an equitable basis, regardless of the beliefs or affiliations of the organizations requesting its use.

#### **Eligibility for Use**

In scheduling the use of Library meeting rooms, priority will be given to Library sponsored events. In addition, the meeting rooms will be made available to the following:

- Borough of Brielle departments, agencies and commissions
- Neighborhood and community organizations or individuals based in Brielle
- Other non-profit public and social service organizations
- All others will pay a fee of \$25.00 for a single use of a meeting room. In addition, the Library Director has the authority to negotiate an appropriate fee and the terms with the individuals or organizations for recurring use of the meeting rooms.

#### **Scheduling**

- Reservations may be made in phone or in person at least one week prior to the requested date. Applications must be made in writing. (See attached form.)
- The Library Director must give formal approval.
- The number and frequency of meetings booked by any one organization will be at the discretion of the Library Director, based upon availability of the room. No one organization may monopolize use of the meeting room. Multiple, related meetings may be reserved on a single application up to six months in advance.



- Applications for meetings of children or teens must be sponsored and signed by an adult who will assume full responsibility.
- Permission to use the meeting room is revocable and does not constitute a lease.

#### **Regulations on Use of Meeting Rooms**

- All meetings must be open to the public. (Except those closed under the New Jersey Open Public Meeting Act.)
- Any publicity about the planned meeting on Library premises must be approved first by the Library Director.
- Organizations and individuals utilizing a meeting room are responsible for set-up, clean-up and maintaining a safe and appropriate environment. While light refreshments are permitted, they are the sole responsibility of the organization or individual using the room.
- The meeting room is to be left in the condition in which it was found. A custodial fee, as determined by the Library Director, will be assessed for non-compliance.
- Youth programs require adult supervision of at least one adult for every 10 children.
- Any cancellation on the part of an applicant organization should be made at least 24 hours before the scheduled meeting date.
- In the event that the Library must close due to unforeseen equipment failure or a weather-related emergency, all efforts will be made to notify organizations scheduled to use the meeting room.
- The Library reserves the right to cancel a meeting room reservation in the event of unforeseen Library demands.
- The Library reserves the right to deny meeting rooms to organizations that frequently cancel meetings and that do not notify the Library of canceled meetings or consistently overstay their reserved time.
- The Library also reserves the right to deny meeting room use to organizations that fail to return the room to a clean and orderly condition or to charge said organization a deposit for custodial services.



**Brielle Community Library Association  
Meeting Room Application**

Application Date \_\_\_\_\_

Name of Organization/Individual \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_

Telephone Number \_\_\_\_\_ Email \_\_\_\_\_

Meeting Day/Date \_\_\_\_\_

Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Purpose of Meeting \_\_\_\_\_

Coffee/Food ( ) Yes ( ) No. If Yes, Description

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

Signature \_\_\_\_\_

*Signature indicates that applicant has reviewed all applicable rules and regulations, and that the organization agrees to abide by said regulations as set forth by the Library's Board of Trustees. In addition, the signatory and all participants agree to hold harmless the Brielle Community Library Association, all library personnel and board members for any damage(s) to persons or property in attendance at said meeting, caused by or resulting from the organization's use of the meeting room and for any liability for losses relating to the cancellation with or without cause of an approved meeting.*

(For Library Use Only)

Application Received on \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_

Notification Sent \_\_\_\_\_

Notes/Follow Up \_\_\_\_\_