



COMMUNITY ROOM POLICY

PURPOSE:

The Roseland Free Public Library's ("Library") Community Room is to be used to enhance the educational, cultural and community life of the residents of the Borough of Roseland. Priority will be granted to Library programs, groups and organizations based in the Borough and then to other groups and organizations subject to the provisions of use ("Authorized Users").

The Library's Board of Trustees has established the following rules and regulations to govern the use of the Community Room:

APPLICATION FOR USE:

- An Application to use the Community Room must be made in writing, on forms provided by the Library, at least thirty (30) days in advance of the date requested, but no more than sixty (60) days in advance of that date, for each proposed use.
- Reservations are considered in order of receipt of the Application.
- Approval shall be at the discretion of the Library Director and/or the Board of Trustees.
- An approval does not guarantee the use of the full room.
- An approval may also be reversed or rescheduled in the event that usage interferes with library programming.
- Meetings in excess of one per month will be granted at the discretion of the Director or the Board of Trustees, based on availability.
- The applicant must:
 - acknowledge reading a copy of this policy statement,
 - sign the "Damage, Indemnification and Applicant Hold Harmless Agreement" and,
 - complete the attached application form.

**APPLICATION FORMS CAN BE DOWNLOADED FROM OUR WEBSITE
ROSELANDPUBLICLIBRARY.ORG OR AT THE FRONT DESK OF THE LIBRARY**

RULES AND REGULATIONS:

The Board of Trustees assumes no liability or responsibility for injury or damage to the person or property of either anyone attending the meeting/program/event or anyone in connection with the Authorized User using the Community Room.

1. Who can use the room:

- The Community Room is available for corporate events, public gatherings of a civic, cultural, educational or recreational nature.
- Children's and youth groups may use the Community Room, provided they are supervised by one or more of the organization's adult leaders who assume responsibility.
- The New Jersey State Library, membership organizations of the A.L.A., N.J.L.A., or the New Jersey Library Network may use the facilities on a no-fee basis provided two staff members/trustees have the option to attend the program without charge.

2. Costs for use:

Fee must be paid at time of reservation confirmation

- Borough of Roseland: Free
- Roseland Charitable non-profit: Free
- Roseland for-profit: Full Fee of \$75 Per Hour for the first 4 Hours (Additional time will be billed at \$50 Per Hour) or Reasonable Donation
- Non-Resident for-profit: Full Fee of \$75 Per Hour for the first 4 Hours (Additional time will be billed at \$50 Per Hour)
- Non-Resident Charitable non-profit: \$10 Per Hour

Note: The Authorized User must give adequate notice when canceling a meeting (at least 72 hours when weather is not the reason). Failure to do so may jeopardize future bookings. Fees for canceled meetings will be returned at the discretion of the board, otherwise they are not refundable.

3. Conditions of room usage:

Note: Library-sponsored programs are exempt from the following regulations.

- The Community room is only available for booking during regular Library hours. If the building is closed, the room is unavailable.
- The Community room can only be used with an approved application and during the assigned confirmed reservation time.
- The Library staff are not responsible for setting up or cleaning up of the room.
- The signer of the application is responsible for the condition of the community room when the group leaves.
- The room must be left clean and neat and returned in the way it was found, i.e.:
 - Chairs should be re-stacked properly and tables left near walls unless otherwise instructed.
 - Food and drink items must be properly disposed of after meeting/program/event.
 - Kitchen appliances and equipment must be cleaned and returned to proper location
 - Tables must be covered during any craft projects. Cleanup of materials is mandatory.
 - Brooms and mops are available in the custodial closet in the hallway, as needed.
 - Taping or in any way attaching signs, posters or other materials to the walls is *expressly prohibited*.
 - Groups may not store or leave behind any items at the Library. The Library will not be responsible for loss or damage to anything left behind by anyone participating in the activity held by the Authorized User.
 - The Library may require the Authorized User to reimburse the Library for its actual costs incurred for excess cleaning expenses or damages to Library property caused by the Authorized User during an activity.
- The fee, if any, is payable in advance.
- The Authorized User shall agree to hold harmless, defend and indemnify the Roseland Free Public Library, The Library Board of Trustees, Borough of Roseland and all of their respective employees, appointed and elected officials, contractors agents, volunteers and representatives, from and against any and all claims, loss, liability, damage and expense for property damage or personal injury, including death, or any other basis, which might arise from the organization's use of the Library's community room, including attorneys' fees and costs. The Library may require an organization to provide proof of insurance to cover any indemnification obligations and/or damage.

- Activities may not disrupt the use of the Library by others.
- Smoking, vaping, use of cannabis products is prohibited in every part of the Library building and property. The burning of candles or lighting of any open flame is prohibited everywhere on Library property.
- Neither the name nor the address of the Library may be used as the official address or headquarters of an organization.
- Materials such as brochures, which are distributed at the meeting, must carry the name of the organization sponsoring the meeting. The Library neither endorses nor sponsors gatherings other than those which are official Library programs.

Note: Organizations who fail to abide by the Rules and Regulations will be denied further use of the room. The Board reserves the right to amend these regulations at any time, and to limit the number and frequency of public meetings.

Maximum Occupancy: 90 People

Adopted: June 19, 1989

Amended: April 3, 1999

Amended: March 1, 1999

Reviewed: March 6, 2015

Amended: September 7, 2023

Roseland Free Public Library Board of Trustees