

MOUNT OLIVE PUBLIC LIBRARY

202 Flanders-Drakestown Road; Flanders, New Jersey 07836 | P: 973-691-8686 | www.mopl.org

The Mount Olive Public Library's Meeting Room Usage Policy

The meeting rooms in the Mount Olive Public Library are primarily reserved for library sponsored events and then made available to library patrons and other community groups. In accordance with the American Library Associations' Library Bill of Rights the Library does not limit use of the meeting rooms based on the subject matter or content of the meeting or on the beliefs or affiliations of the meeting's sponsors.

The Library Board of Trustees or the Library Director may limit the frequency of usage by any group reserving a meeting room. Rooms may only be reserved up to ninety (90) days in advance. Fees, rules, and procedures for use of the meeting rooms are established by the Library Board of Trustees and are reviewed periodically.

Reserving a meeting room

In order to reserve a room please download a copy of the *Library Meeting Room Application* available online at: <http://www.mopl.org> (Under the tab labeled "Services"). Forms can also be obtained from the Program Coordinator at the library.

The Library will not open prior to its normal hours of operation for room set-ups. All meetings must conclude and participants **must exit** the Library building at least fifteen minutes before closing time. See www.mopl.org for current hours and closing times.

Applying for a meeting room

- Reservations are approved on first come, first serve basis. The Library reserves the right to limit access to any room in order to ensure equitability.
- Businesses or organizations desiring to use a meeting room(s), should give a Certificate of Insurance prior to the use of the room. The Certificate of Insurance should include the Carrier and the Policy Number. (Please see application form)
- Per the Township of Mount Olive's Fire Department, attendees may NOT exceed the posted occupancy load of the meeting room as established by the Township's Fire Marshal. Facility users are responsible for checking for the posted fire exits and evacuation procedures.
- The Library's meeting rooms are NOT available for the following uses:
 - ✓ Political campaign purposes (political forums are permitted)
 - ✓ Family reunions
 - ✓ Individual and private parties
 - ✓ Banquets or dances

The Library Director shall have final authority regarding use of Library meeting rooms and/or cancellation or discontinuance of meeting room reservations

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Using a meeting room

- Groups will adhere to the Library's Code of Conduct and keep noise levels consistent with the proper atmosphere of the Library at all times.
- The applicant is responsible for notifying the Library of a meeting cancellation. One week's notice must be provided in order to receive a refund of fees (if applicable).
- All food and drink must be pre-approved by the Library Director or Program Coordinator. Groups are responsible for their own room set-up of and must return the room to the condition in which it was found. The Library does not provide utensils, appliances or any other type of supplies
- Alcoholic beverages of any kind, smoking, & cooking are **PROHIBITED** in all library rooms.
- NO selling, solicitation, or taking of orders may occur without the written permission from the Library Director.
- Children may not be left unattended when parents are attending an event at the library.
- Library property stored in the meeting rooms shall **NOT** be removed or moved to other areas.

The applicant who fills out the form is responsible for the orderly conduct and is liable for any theft or damage to Library premises, property, and/or equipment. Groups or individuals failing to comply with any part of this policy or the established procedures may be denied further use of the meeting rooms

Advertising an event at the Library

- The Library's Program Coordinator or the Library Director must approve all outside public relations to Library space. Groups & individuals may not use The Mount Olive Public Library's name, address, or telephone numbers as their official address or contact information.
- Advertisements must include the following statement: ***The Mount Olive Public Library located in Mount Olive Township, New Jersey does not advocate or endorse the viewpoints of meetings or meeting room users.***
- Acceptance of a meeting room usage application and fee does not, in any way, constitute the Library's endorsement of the goals, policies, or activities of any business or organization.

Disclaimers

- The Library is not responsible for loss or damage of equipment, supplies, materials, or any personal property owned by those sponsoring or attending meetings at the Library. In addition, The Mount Olive Township Public Library Board of Trustees, the Township of Mount Olive, its officers, agents, and employees are **NOT** to be held liable for any and all claims of injuries, including death, damages or loss, which may arise in connection with a meeting held on Library property.

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- The Library will make every effort, in as timely fashion as possible, to inform the person responsible for the event that the Library must close as well as issue a credit for future use for the following:
 - ✓ Delayed opening
 - ✓ Early closure
 - ✓ Emergency close of the building
- Groups booking meeting rooms are required to sign a hold-harmless agreement.

When using the Michael H. Cohen Esq. Career Room

- The Michael H. Cohen Esq. Career Room is available for scheduled time periods for business professionals and/or owners for training seminars, for interviewing purposes, for business and organizational meetings with prospective and/or existing clients as well as business partners.
- The Michael H. Cohen Esq. Career Room is not available to any individual or groups that offer seminars or conduct direct sales in order to solicit customers or business for their organizations. **NO SALES CALLS AND NO COLD CALLS ARE PERMITTED!**

MEETING ROOM COSTS

ROOM	CAPACITY	RESIDENT NON- PROFIT	RESIDENT FOR-PROFIT BUSINESS	NON- RESIDENT
Gathering Room	65	\$0	\$25.00	\$50.00
Conference Room	15	\$0	\$10.00	\$15.00
Heritage Room	7	\$0	\$10.00	\$15.00
Career Room	15	\$0	\$20.00	\$25.00
Storybook Cottage	n/a	\$0	not available	not available