

Leonia Public Library
Regulations Regarding Use of Meeting Room Space

As a community cultural, educational and informational center, the Leonia Public Library makes its meeting rooms available to Leonia not-for-profit community groups and organizations and tax-supported government bodies for public meetings, provided such use does not interfere with the effective use of the library by the general public or with the regular operations of the library.

Under applicable state law the Board of Trustees of the Leonia Public Library manages the Library and is charged with the responsibility of promulgating policies and procedures governing the use of the Library. Accordingly the Board of Trustees reserves the right to limit, control and determine the conditions of any and all uses of the Library meeting rooms by non-library groups and organizations.

A Leonia group or organization is one in which either a significant number of its members or a significant number of the people it serves are Leonia residents. As used herein, the term "significant" shall mean at least fifty percent or more persons served.

Facilities

- ❖ *Due to limited custodial staffing the Library is unable to guarantee room set-up and recommends that organizations or groups schedule their meetings and make a reservation with sufficient time to allow for room set-up and clean-up.*
- ❖ *The meeting rooms are available to groups during library business hours only. Events will not be approved for Sundays or dates on which the library is closed.*
- ❖ *Meeting rooms must be vacated fifteen (15) minutes prior to closing. Groups will be responsible for adhering to library hours.*
- ❖ *Library hours are subject to change.*

The Leonia Public Library has two (2) meeting rooms:

1. The Harold Ficke Conference Room: (Main Level):
 - a. Capacity of 13.
 - b. Setup: One (1) large conference table and chairs.
 - c. When not reserved for Library programming or group meeting use, this room may be used as a quiet study area by individuals or small, informal groups. The door is to be kept open at all times during this informal use.
 - d. No cell phone use, or food is permitted. Covered beverages are allowed in this room.
2. The John W. Salzig Meeting Room (Lower Level):
 - a. This room is not open for individual or small group use.
 - b. Capacity of 85 when set up in auditorium style seating; Capacity of 55 when set up with tables and chairs.
 - c. The room can be set up with chairs only, with tables and chairs or with a clear floor with tables folded and chairs stacked on the sides.
 - d. Has a lectern, a chalk board, a pull down screen, TV and DVD player on a cart. The room can be set up with a microphone. All other equipment must be brought in by the group or organization using the facility.
 - e. Doors will be locked when not in use.

Regulations

1. Strict compliance with the law is required. Organizations must comply with all borough ordinances and regulations of the Health, Police and Fire departments regarding public assemblies. Use of the meeting rooms will be limited to the capacity approved by the Fire Department. If it is necessary to have a uniformed fire department employee present to enforce this safety regulation, it will be at the expense of the organization.
2. The Library reserves the right to review and consider each prospective use, its needs and purpose, including, but not limited to, aspects such as safety, security and management on the Library site, to determine whether the use satisfies the Leonia Public Library Meeting Room Regulations.
3. The sponsoring group/organization will be responsible for the provision of any specific ADA required accommodations not provided by the Library.
4. Publicity for events must include a telephone number of an individual or organization sponsor. Library staff will not accept calls for program information. No group or organization may use the library name, address or telephone as their official address or contact information.
5. Press releases, posters, invitations, and other promotional materials are the responsibility of the group sponsoring the meeting. Organizations may not imply in any advertising or publicity that an event or meeting is sponsored, co-sponsored or endorsed by the Library.
6. Events must be open to the public without an admission charge.
7. Storage of goods by organizations meeting at the Library cannot be accommodated.
8. The meeting rooms are to be used for the purposes described within this policy. Organizations may not hold demonstrations, rallies, or conduct solicitations for business or perform fundraising for any organizations not affiliated with the Library.
9. All activities are to be conducted within the confines of the meeting room.
10. Permission given for use of a meeting room is not transferable.

Conduct

1. Smoking is prohibited in the Library building and on Library grounds.
2. Alcoholic beverages may not be served in the Library.
3. All cell phones should be set to silent. All calls should be conducted outside the building.
4. Organizations may provide light refreshments. Organizations are expected to bring all supplies for serving refreshments. Kitchen facilities are not available for use. The organization is expected to dispose of all refuse in the waste containers provided and to leave the room in orderly condition.
5. No material may be attached to the walls.
6. Permission for use is non-transferable.
7. Children's events must have a minimum of 1 adult supervisor for every 12 children. Supervisors should be present in the room at all times. Groups with members under 18 years of age must have an adult sponsor, who in turn must be present at the meeting.

Scheduling Preferences

The primary purpose of the Library meeting rooms is to support Leonia Public Library sponsored programs and meetings such as Library board meetings, Library staff meetings, children's programming, book discussion groups and English as a Second Language instruction. Library activities will take precedence over all other uses of the meeting rooms.

The Library requests at least one (1) week advance notice for use of its meeting rooms. Use will not be approved if the request being made is less than one week in advance of the requested program date.

The Library will schedule the library meeting rooms to government entities and organizations up to three (3) months in advance according to the following priorities:

1. Official government (local, state and federal) agencies, boards and committees and Leonia Public School groups.
2. Local branches of clubs, civic organizations, charitable organizations, political organizations, and religious groups.
3. Local lodges or chapters of national fraternal organizations in addition to county or social groups having a proportionate share of Leonia members may be permitted to use the rooms, if available.

Denial of Meeting Room Use

1. The Library reserves the right to deny access when circumstance is appropriate.
2. The Library reserves the right to cancel or relocate any scheduled meeting if circumstances warrant.
3. Use of the premises may be terminated at any time if the conduct of the group or any member of the group is disruptive to Library service, abusive or dangerous to the building, library materials, exhibits, furnishings or individuals.
4. Any group or organization failing to comply with the regulations of this policy will be denied future use of the meeting room(s).

Disclaimers

Permission to use a meeting room does not imply Library endorsement of the goals, policies, or activities of any group or organization.

The Leonia Public Library, the Borough of Leonia and their agents and employees shall not be held responsible for any injury to persons or loss or damage to personal property that may arise as a result of or during the use of the premises. In addition, a hold harmless agreement and certificate of insurance naming the Library and the Borough of Leonia, as an additional insured may be required.

The Library reserves the right to modify this policy at any time.

Adopted by the Board of Trustees of the Leonia Public Library on September 9, 2009.

Modified November 18, 2015