

WEST CALDWELL PUBLIC LIBRARY MEETING ROOM USE POLICY

The following provisions must be agreed to by person, firm or organization accepting the Meeting Room space:

1. The West Caldwell Public Library, a public institution, is dedicated to free expression and free access to information and ideas on all points of view concerning the interests of the residents of West Caldwell. The West Caldwell Public Library (the Library), subject to the conditions set forth below, offers open and equal access to its Community Meeting Room and Media Center.
2. The Library schedules use of the Meeting Room in the following priority order: the Library, the Friends of the West Caldwell Public Library, and West Caldwell Municipality. When the Meeting Room is not scheduled for a program sponsored by a group listed above, the Library will then schedule use of the Meeting Room by other West Caldwell non-profit organizations. **Groups may reserve the room up to 3 months in advance.**
3. **Merchandise may be sold at Library or Friends of the Library sponsored programs.**
4. Religious worship services are not permitted in the Meeting Room or any location in the West Caldwell Public Library.
5. Social gatherings including but not limited to birthday parties, receptions and weddings are also expressly prohibited.
6. **The Meeting Room is available for use when the Library is open. (Meetings that are held on Monday through Thursday nights must start before 8:00 PM and may last after the Library is closed at 8:00 PM. In such instances, the designated representative of the organization must meet with the Director, Library Manager or Supervising Librarian to be instructed in closing procedures that will ensure the building's security upon leaving. This representative will be responsible to pick up the key at the Reference Desk before the start of the meeting and return the key to the Reference Desk no later than noon on the following day.)**
7. Meeting Room requests in excess of one per month per organization (excluding the Friends and Municipal Boards and Departments) will be granted at the discretion of the Director or Board of Trustees.
8. Any organization using the Meeting Room must set up and clean up the room within the time period reserved. No organization will be permitted admittance to the Meeting Room before the time specified on the application.

9. Any furniture, equipment or other items brought into the Meeting Room must be removed at the end of the meeting. The Library assumes no responsibility for items left in the Room.
10. The Meeting Room must be left in the same condition as it is found. Failure to do so, may result in additional charges and will jeopardize future bookings.
11. All garbage must be removed at the conclusion of the meeting and placed in the dumpster located behind the Library.
12. Attendance at programs in the Meeting Room will be restricted to 80, the maximum number of persons permitted in this room.
13. Programs must have present at least one adult who is 21 years of age or older.
14. The organization using the Meeting Room is responsible to pay for all damages to any property of the Library resulting directly or indirectly from the conduct of anyone present at their meeting.
15. Application for the use of the Meeting Room shall be made in writing on forms supplied by the Library, and must be approved by the Director or Board of Trustees. This form must be returned to the Library at least 48 hours before each planned meeting. The fees, if any, are payable in advance.
16. An organization must give 72 hours notice when canceling a meeting. Failure to do so may jeopardize future bookings. General fees for cancelled meetings are not refundable but the security deposit will be returned.
17. Each organization shall be responsible for observance of all applicable rules and regulations of the West Caldwell Public Library, the Township of West Caldwell and all governmental agencies.
18. It is hereby understood and agreed that if this application is granted, the undersigned will assume all and exclusive liability for the preservation of order and the sole and exclusive liability for any injury to persons and any damage to, or loss of property that may result from this use and for the due observation of all regulations of the Board of Trustees. It is also understood that in case of any emergency, such as severe snow storms when use of side walks, driveways and parking areas may not be available, it is the responsibility of the undersigned to determine whether or not the event will be cancelled and if this is so, the Library should be notified immediately. If the Library closes due to weather or another emergency, the authorized representative from the organization will be contacted as soon as this decision has been made.
19. Neither the name nor address of the Library may be used as the official address or headquarters of an organization.

20. Smoking, illegal activities and use of alcoholic beverages are expressly prohibited.
21. Permission to use the Meeting Room does not imply library endorsements of the aims, policies, programs or public statements of any group or organization. Such permission is revocable and does not constitute a lease.
22. Materials such as brochures, which may be distributed at a meeting and all other publicity; including radio and television announcements, must carry the name of the organization sponsoring the meeting. The library may not be identified as the sponsor.
23. All programs presented in the Meeting Room are free of charge to participants and open to the public. Parents and guardians are responsible for determining whether their children attend particular programs. The Library does not monitor the activities and decisions of minors.
24. Organizations utilizing the meeting room are responsible for providing auxiliary aids and services in compliance with the ADA.
25. Waiver: Exceptions from specific provisions of this policy may be authorized by the Library Director or the Board of Trustees of the West Caldwell Public Library.

Approved by the WCPL Board of Trustees/November 12, 2014

**WEST CALDWELL PUBLIC LIBRARY
30 CLINTON ROAD
WEST CALDWELL, NEW JERSEY 07006 973-226-5441**

**APPLICATION FOR THE USE OF THE
COMMUNITY MEETING ROOM AND MEDIA CENTER**

Date of Meetings: _____ Date of Application: _____
Time Room Requested: From _____ to _____
Name of Organization: _____
Address of organization: _____
Name of Individual Filing the Application: _____
Address: _____
Phone #: _____
Purpose of the Meeting: _____
Expected Attendance: _____
Equipment to be supplied by the Library: _____

Use of Kitchen? _____
Additional Information/Requests: _____

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I will be in attendance and will serve as the designated representative of this organization.

(Meetings that are held on Monday through Thursday nights must start before 8:00 PM and may last after the Library is closed at 8:00 PM. In such instances, the designated representative of the organization must meet with the Director, Library Manager or Supervising Librarian to be instructed in closing procedures that will ensure the building's security upon leaving. This representative will be responsible to pick up the key at the Reference Desk before the start of the meeting and return the key to the Reference Desk no later than noon on the following day.

There will be a \$25.00 fee if the Meeting Room Area key is lost or misplaced.)

Signature: (Executive Officer or Designated Representative)

Address:

Phone:

Checks should be made payable to the West Caldwell Public Library.

Please return the completed application to:

Samantha McCoy, Library Director

Library Director

West Caldwell Public Library

30 Clinton Road

West Caldwell, NJ 07006

FOR LIBRARY USE ONLY

Date Application Received:

Approved by:

Fee Paid:

Room & Equipment Checked for Condition:

Returned:

Date of Approval:

Date Security Deposit

Approved by the WCPL Board of Trustees 12/15/04

Proposed revisions bolded January 6, 2009.

**WEST CALDWELL PUBLIC LIBRARY
COMMUNITY MEETING ROOM FEE SCHEDULE**

Room Fees

West Caldwell Non-Profit/Tax-Exempt Organizations
Security Deposit: \$100.00

West Caldwell Public Library Media Center Equipment

The Library has permanently mounted AV equipment available for use by organizations.
This includes:

- Audio system with wireless microphone
- 36" flat screen TV
- DVD player
- Video player
- CD player
- Cassette Deck
- Ceiling mounted video projector with automatic roll down screen

The screen may be used with slide projectors and/or overhead projectors not supplied by the Library.

While the AV system is easy to learn and use, users of this equipment must be trained prior to using the equipment. Training sessions will last no more than 20 minutes. The trained individual will be the responsible party for the proper use of the AV equipment to preclude possible damage, which will possibly incur additional charges to the organization.

**ALL POLICIES AND FEES OF THE WEST CALDWELL PUBLIC LIBRARY
ARE SUBJECT TO CHANGE.**

Approved by the WCPL Board of Trustees 12/15/04