

## **The Little Falls Public Library Conference Room Use Policy** *Effective 3-9-23*

The Little Falls Public Library offers a public conference room, which is located downstairs and can accommodate up to 20 people. The conference room is equipped with a Smart TV, projector, HDMI connection cables and Wi-Fi. Library and affiliated sponsored events (Friends of the Little Falls Library, Clifton Health Department, and Passaic County Clerk outreach, etc.) are given priority in scheduling the use of the room. The room is available for various purposes, ranging from public programs/lectures/meeting/presentations, to mid-size instruction, small meetings, and individualized study.

The primary purpose of this room is for library activities/programs, whether presented by library staff, in partnership with external community partners, or held by organizations affiliated with the library.

When the room is not being used for a library or library-affiliated activity, the space may be available for use primarily by non-profit, cultural, or educational organizations for programming or meetings. Use by any other type of entity, or exceptions to terms, can only be approved by the Library Director or his/her designee on a case-by-case basis, and only in compliance with any applicable conditions outlined in this policy, generally accepted library practice, and/or applicable laws.

Permission to use the room, however, does not imply endorsement by the library of any of the goals, policies, activities, or viewpoints of any individual, group, or organization.

### **Meeting Room Policy and Reservations:**

1. The conference room may be reserved for non-profit, education, civic, and cultural purposes and programs. The room may not be used for religious gatherings or fund-raising activities, except for fundraising events sponsored by the library or affiliated organizations.
2. Reservations for the room can be made on-line via the Conference Room Request Form on the library's website. Conference Room Request forms are also available at the Front Desk. Requests for the room will require approval and will be considered on a prioritized basis:
  1. Library (library staff, library programs, etc.)
  2. affiliated organizations
  3. Little Falls Library card holders
  4. Little Falls residents
  5. all others

Requests will be reviewed within 24-hours to 48-hours during standard business hours. Requests made on weekends or while the library is closed for any reason will be reviewed on the next standard business day. All reservations are considered unconfirmed until requestor receives a written confirmation or denial. Walk-in reservations will be accommodated upon availability of space on a case-by-case basis as approved by the Director or his/her designee.

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3. The Conference Room may be reserved no more than 12 weeks in advance, with no more than 3 scheduled meetings in that time. Organizations may not schedule more meetings in that time frame by having different individuals in the organization schedule meetings. Doing so will result in denial of future use of library rooms.
4. The room may be booked in one-hour increments and shall not exceed 4-hours. Use of the room must take place during regular library hours. However, additional hours and usage of the room outside of normal library hours may be permitted at the discretion of the Director.
5. The room usage must be completed at least 30 minutes before the library closes. The room may be used until 8:30 p.m. ET Mondays through Thursdays, until 4:30 p.m. on Fridays, and until 2:30 p.m. ET on Saturdays while the library is under its standard operating schedule (non-summer hours). However, additional hours and usage of the room outside of normal library hours may be permitted at the discretion of the Director.
6. The Library, individuals, and/or groups not affiliated with the library that use the conference room may not charge an admission fee to attendees. However, the Library will gratefully accept monetary donations for use of the room. Any monetary donations will be applied to purchases approved by the Board of Trustees. It is the prerogative of the Director and/or the Library Board of Trustees to accept or reject any donation.
7. Any individual or group using the room for use by children under the age of 12 must include one responsible adult for every eight (8) children. Children under the age of 7 are not permitted to use the room at any time due to safety reasons.
8. Providing and/or serving of refreshments (food/beverages) must be detailed in the reservation request, and will be subject to approval by the Library Director or his/her designee. Meal preparation is not allowed.
9. No products or services may be advertised, solicited, or sold on library property, unless part of an educational program or book signing. Governmental or educational organizations may charge fees for materials, credits, or services as required by law or ordinance. Groups affiliated with the library may charge a reasonable fee for programs, lectures, etc.
10. Individuals or groups using the room are responsible for any necessary set-up and break down of furniture and equipment as needed for usage. Nothing may be mounted to the wall or ceiling. Set-up and break down time must be factored into reservation times. Permission to use the room includes ordinary use of furniture and fixtures available in the room. The individual or group reserving the room will be responsible for any costs incurred by the library to properly restore the room. This includes cleaning and replacement of hardware, equipment, furniture, and/or fixtures as required. Failure to provide payment will result in denial of future use of library rooms and/or loss of library privileges. The library reserves the right to employ the services of a collections agency to recover significant damages.

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11. The Library Director is authorized to deny permission to use the conference room to any group that is disorderly, objectionable in anyway or violates these regulations. Individuals and groups must adhere to the Library Code of Conduct at all times. Use of the room shall not conflict or interfere with normal library operations.
12. Individuals or groups using the room assume all responsibility and liability for property damage or personal injury or loss sustained by any attendee, and hold harmless the Little Falls Public Library, its employees, the Board of Trustees, and the Township of Little Falls from any and all liability arising from the use of the room. This includes but is not limited to the reasonable cost of attorney fees and expenses incurred in the defense of any litigation against the library or Township arising out of the use of the room. Groups that carry insurance and use the conference room must provide a Certificate of Insurance for the maximum amount allowed on the policy naming the Little Falls Public Library as an “additional insured” for the time during which the library room will be used.
13. Promotional materials for non-library events taking place in library rooms must clearly identify the sponsor of the event, and include the following text: The Little Falls Public Library does not advocate or endorse the viewpoints of users of its public room.
14. Individuals or groups cancelling room reservations must inform the library with as much lead time as possible. Repeated cancellations and/or “no-shows” will result in denial of future use of library rooms. Permission to use a room cannot be transferred to another party.
15. The Library retains the right to:
  - a. Deny usage of rooms to users whose past use has violated library policy, or whose planned usage of the room does not comply with library policy;
  - b. Reassign room usage based on projected attendance, meeting requirements, or library need;
  - c. Cancel a reservation with no less than 24-hours notice, except in instances of emergency closure of the library (i.e., inclement weather)

# LITTLE FALLS PUBLIC LIBRARY BASEMENT FLOOR

