

# Meeting Rooms Policy

Please read this policy carefully before signing.  
The applicant (signer) of this policy will be held liable.

The East Orange Public Library welcomes the public use of its meeting facilities in keeping with the Library's mission to "enrich our community by providing unlimited opportunities for information, education and recreational needs.

## Meeting Room Priority and Scheduling

Please be advised that library sponsored events have priority. When scheduling conflicts exist, priority will be given to Library events and then Friends of Library events and city agencies. If a conflict still exists, preference will be on a first come first serve basis. The Library Director or authorized designee can grant approval within this policy and on proper application, permission to use the East Orange room or another designated meeting room in the library.

Permission to use the East Orange room or another designated meeting room in the library does not imply endorsement of the organization or approval of the program contents by the City of East Orange, the Library, or the Library Board of Trustees.

## Meeting Room Rules and Regulations

The East Orange Room can only be used by government, educational, community, business meeting, and non-profit organizations that serve the greater East Orange community. Meeting room use is not intended for individuals.

**The East Orange meeting rooms are not available for commercial activities such as selling items, gathering names for future mailings, and educational seminars by commercial companies or for raising money for an organization.**

All applicable fire and building codes must be followed.

All meetings of non-profit and community organizations must conform to all local, state and federal laws and regulations and must be open to the public. Meetings may be restricted to those who meet appropriate and legally acceptable criteria such as age, gender, or medical history but may not exclude non-members of an organization.

All meetings must have an applicant present (at least 18 years or older) who is responsible for the participants attending.

No activities are allowed which create noise or which disturbs the normal affairs of the Library.

The use of open flames or candles in the meeting room is prohibited.

### Monetary Solicitation

Meetings/events must be without charge unless the Library Board of Trustees authorizes admission fee in advance. The seeking of donations is prohibited. Nothing may be sold on the premises nor may orders for items be taken.

### Room set-up and Equipment

No object, poster, or writing, etc. will be placed on walls. Room set-up is the responsibility of the applicant. **Also, the applicant is responsible to supply his or her own equipment. Each organization must clean up the meeting room and return it to the condition in which it was found.** A charge will be assessed for any special cleaning or repairs made necessary by a group (see attached Schedule of Fees).

The library will not care for or store any organization's materials and will not take responsibility for materials left by an organization. The library will not be responsible for any damages or costs resulting from the cancellation of meetings due to the Library closing for weather or other emergencies.

### Food and Beverages

Alcoholic beverages and smoking are prohibited in all meeting rooms. **Food and drink is permitted but will be allowed with advance notice and a non-refundable deposit (see application for fees). The arrangements for food delivery are solely the responsibility of the applicant. In addition, it is the applicant's responsibility to handle set up and clean up of the room.** The non-refundable deposit must be received (once application has been approved) prior to the scheduled meeting/event. Charges will be assessed if room is left in an unsanitary condition.

### American Disabilities Act (ADA)

Organizations utilizing the meeting rooms are considered a public accommodation under the Americans with Disabilities Act (ADA) and are therefore responsible for providing auxiliary aids and services in compliance with the ADA.

### Security and Parking

The Library assumes no responsibility for security during meetings/events. The parking lot is owned and operated by the East Orange Parking Authority. The applicant is responsible for alerting the East Orange Parking Authority of your meeting otherwise you may be subject to ticketing. They can be reached at 973-672-1116.

### Cancellations

In order to give all organizations an opportunity to use the library facilities, no organization may monopolize the use of the room. Cancellations must be received 48 hours prior to the scheduled event or program.

**The library reserves the right to revoke permission to use any meeting room to any group or organization which violates or refuses to comply with the rules and regulations established for use of the meeting rooms.**

### Exclusion to this Policy

Library sponsored programs are not covered by this policy nor are the activities of the Friends of the Library, other Library organizations, the City of East Orange, the East Orange Board of Education, the State of New Jersey, or the Federal government.

## Regulations

**NOTE:** This portion of the information must be returned with your completed reservation form. Please initial in the space provided before each paragraph. Thank you.

- \_\_\_\_\_ The use of the meeting room of the Library for Library purposes shall always have priority over all uses by others.
- \_\_\_\_\_ Application for the use of the meeting room, signed by an authorized representative of the requesting organization and all appropriate fees shall be submitted to the Director of the Library at least 2 weeks prior to the date for which use of the meeting room is requested. An application shall be approved when signed by the Director or Assistant Director. The signed copy shall constitute the necessary permit when delivered to the applicant.
- \_\_\_\_\_ A permit is granted with understanding that the Board of Trustees may at any times, cancel and revoke the permit.
- \_\_\_\_\_ The Library Board of Trustees or its representatives shall have free access at all times to all parts of the Library Building.
- \_\_\_\_\_ No meeting, function or activity held or sponsored by a permittee shall be closed to the public. Any persons seeking admissions to such meeting, function or activity shall be admitted, provided that the room capacity in Regulation No. 6 is not exceeded.
- \_\_\_\_\_ The Issuance of a permit shall carry with it the understanding and condition that the number of persons to be admitted to the meeting, function or activity shall not exceed 150 in number.
- \_\_\_\_\_ Permits do not allow or authorize the use of the Library's equipment, supplies, apparatus, or tools not specified in the permit. They do not allow or authorize rehearsals or the use of other rooms except as may be specifically granted in the application.
- \_\_\_\_\_ Permittee shall confer in advance with the Director or Assistant Director of the Library for permission to bring any materials to the meeting room.
- \_\_\_\_\_ Under no circumstances shall materials, furnishings, trash or rubbish be left after use of the meeting room or any part of the Library.
- \_\_\_\_\_ By order of the Fire Department of the City of East Orange, smoking is prohibited in all parts of the Library.
- \_\_\_\_\_ Organizations showing films or slides must provide both projector and operator. If the Library's equipment is used, a fee will be charged.
- \_\_\_\_\_ The electrical capacity of equipment used should not exceed circuit limits. This must be cleared with the Director's representative.
- \_\_\_\_\_ Nothing may be attached to any walls without the approval of the Director's representative.

\_\_\_\_\_ Neither the name nor address of the East Orange Public Library may be used as an official address or headquarters of any Organization. If printed materials are to be distributed at a meeting, function or activity, a sample must first be submitted with the application.

\_\_\_\_\_ Copies of all advertisement materials shall be provided by the requesting organization. No signs may be posted inside or outside the Library premises without permission of the Director.

**The Board of Trustees has approved meeting room fees. Please refer to the meeting application**

Signature of Organization's Executive Officer/Applicant (signer): \_\_\_\_\_

Date: \_\_\_\_\_

Please address this application to:  
Director, East Orange Public Library  
21 S. Arlington Ave.  
East Orange, NJ 07018  
Telephone: (973) 266-5607  
Fax: (973) 675-6128



# Room Rental Agreement Form

**Name of Organization:** \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Fax: \_\_\_\_\_

Purpose: \_\_\_\_\_ Topic: \_\_\_\_\_

**Name of Individual Applicant:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Dates Requested: \_\_\_\_\_ Room Request: East Orange Room  
(circle one) Small Conference Room

Do you plan to distribute literature? Yes \_\_\_\_\_ NO \_\_\_\_\_

Set-up Style Requested: \_\_\_\_\_ Auditorium/Theatre style (chairs in rows) \_\_\_\_\_ Classroom style (tables with chairs)  
\_\_\_\_\_ Conference style (U-shape)

Additional Information and request:  
\_\_\_\_\_  
\_\_\_\_\_

**SERVICE:**

Room Use: (local, non-profit)

Room Use: (business, non-local, non-profit)

**LABOR:**

Maintenance assistance (extra-setup)

Overtime Fee (after library closes)

Guard Fee (by special request)

**FOOD USE:**

Local, non-profit

Business, non-local, non-profit

**FEE:**

None

\$150.00 (4.5-7 hours) (\$75.00 ½ day=4 hrs.)

\$20.00/hr. (min. four hours)

\$25.00/1/2 hr. (min. four hours)

\$35.00/hr. (four-hour min.)

\$50.00 non-refundable deposit

\$100.00 non-refundable deposit

**Please note:**

**Sound System as well as any other equipment is for library staff use only.**

**Any damages to the rooms will be assessed at a fee of \$100.00 and up.**

It is hereby understood and agreed, if this application is granted, the undersigned will assume all and exclusive responsibility 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 observance of all regulations of the Board of Library Trustees. The organization agrees to indemnify the Library and the City of East Orange and hold the same harmless against all claims, demands, damages, costs and expenses including reasonable attorneys' fees for the defense of such claims, arising out of the organization's of the meeting room.

Also it is understood and agreed between the applicant and the East Orange Public Library that the applicant has read the regulations governing the rental of the room (s) and that the condition contained therein will be observed. **If Applicable, payment must be received promptly once you have received confirmation that your application has been approved.**

Signature of Organization's Executive Officer/Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Please address this application to: Director, East Orange Public Library, 21 S. Arlington Ave., East orange, NJ 07018. Telephone: (973) 266-5607, Fax (973) 675-6128.

**Note: Your organization is responsible for alerting the East Orange Parking Authority of your meetings. Otherwise, you will be ticketed (973-672-1116).**

Office Use Only

**CONFIRMATION OF RESERVATION**

**Reservation is hereby approved and confirmed of the space required as indicated above.**

Payment if applicable \$ \_\_\_\_\_ has been received. \_\_\_\_\_ Cash Check \_\_\_\_\_

Date: \_\_\_\_\_ Authorized Staff Signature: \_\_\_\_\_