

Ramsey Free Public Library Meeting Room Policy

As a community service, the library makes its meeting room available for use by nonprofit community groups or tax supported organizations when it is not being used for its primary purpose: library-related activities. Nonprofit community groups are defined and limited to those groups that are located within or have their principal official or organizational address within the Borough of Ramsey. Events Permission to use the meeting room does not imply endorsement of any organization using the room. Programs that are library sponsored or directly hosted by the library shall take precedence over all other events.

The Ramsey Free Public Library and the Borough of Ramsey shall not be held responsible for any injury to persons or loss or damage to personal property in the use of the premises. Further, certificates of insurance naming the library as an additional insured may be required. The sponsoring group/organization will be responsible for the provision of any specific non-facility ADA required accommodation, e.g. facilities for the hearing impaired.

Permissible Activities:

The library shall allow persons, entities and organizations to use the meeting room for events with an educational, cultural, intellectual, or charitable purpose. The following shall NOT be considered permissible activities under this policy:

- Any commercial activity
- Political fund raising and/or campaigning by or for a candidate for elected office
- Presentation or promotion of obscene or sexually explicit content
- Any illegal activity

The library will not discriminate on the basis of race, religion, ethnicity, or any other protected status or demographic characteristic, or based on political belief of preference, in determining whether a requested event constitutes a permissible activity. The Director shall be responsible for evaluating all requests to use the meeting room.

HOURS: Scheduled only when the library is open to the public.

All meetings shall be held between the following hours:

Monday-Thursday 10:00 AM to 8:45 PM

Friday & Saturday 10:00 AM to 4:45 PM

Sunday 12:30 PM to 3:45 PM

**Summer availability may differ as library hours may be different*

CAPACITY OF MEETING ROOM

Maximum capacity with tables and chairs is 50.

Maximum capacity with chairs only is 80.

Maximum capacity standing is 135.

RESERVATIONS

- 1) The meeting room may be scheduled for no more than six months in advance. The meeting room may not be reserved by any one organization on a weekly basis. The library's meeting room is intended to be used only for special events, but not for an organization's regular periodic meetings. The library may make a specific exception for an organization for additional usage of the library's meeting room, which the library sees as supporting the Library's mission. Extended use requires the permission of the Library Director and is at the discretion of Library Director. An example of such an exception includes the Friends of the Ramsey Library's book sale.
- 2) Reservations will be accepted on a first-come, first-served basis upon receipt of a completed application.
- 3) The library reserves the right to cancel any scheduled meeting or limit the use of its facilities as it deems appropriate, within the parameters stated in this policy.
- 4) No admission charges, collections, tuition, donations, sales or other money-raising activities may be attached to use of the meeting room. An exception to this rule applies to certain events sponsored by the Library, including the Friends of the Library-sponsored events, where fund raising is permitted.
- 5) Applications must be submitted at least two (2) weeks in advance of the requested event date. An application shall not be granted until approved and signed by the Director or his/her designee.
- 6) All events allowed under this policy must be open to the public. Any person seeking admission to such events shall be admitted thereto, provided the room capacity is not exceeded.

Audio/Visual Requests

The library may be able to provide limited A/V equipment for organizations that require them. This equipment is available at the discretion of the Library Director with consideration for the prioritization of library business and resources. A/V equipment availability is not guaranteed. Organizations need to request use of A/V equipment at the time of their application and all requests must be approved by the Library Director or his/her designee.

The library has available a drop-down projector screen, projector, mounted TV, cables for connecting to the projector or TV, and laptop. Organizations can also bring their own laptops or mobile devices to connect to the projector or TV system. Organizations are responsible for supplying any specific cables or plugs to connect to an HDMI or VGA connection.

Library staff does not provide technology or audio-visual support. Staff can only assist in the basic setup of library equipment.

REGULATIONS

- 1) No organization or group shall use the library as its official address, except the Ramsey Library Board of Trustees and the Friends of Ramsey Library.
- 2) All publications for meetings must indicate the program is hosted by the said organization, not by Ramsey Library. The Ramsey Library must only be named as the location of the meeting and that the Ramsey Library is not responsible for the content of the publication.
- 3) Storage of goods by organizations meeting at the library cannot be accommodated.
- 4) Groups with members under 18 years of age must have an adult sponsor, who in turn must be present at the meeting.
- 5) Smoking is prohibited in all areas of the library.
- 6) Refreshments must be monitored by the sponsoring organization. All beverages must be in closed containers.
- 7) Cleanup is the responsibility of the organization, including sorting for recycling.
- 8) The use of alcoholic beverages is prohibited anywhere on Library premises, unless prior written approval is given from the Library Board of Trustees. If alcoholic beverages are served, the renter must obtain all necessary permits and present such permit(s) to the Library Director at least three (3) business days prior to the date of the event.
- 9) The library meeting room is not available for private study, tutors or other study groups. All study groups, individuals and tutors must use the main reading room of the library.
10. Groups using the library's meeting room are responsible for their own publicity; the library is not responsible for advertising.
11. Failure to abide by these rules may result in cancellation or refusal of future reservations.

CONDUCT

- 1) The conduct of meetings and attendees must adhere to the Library's Code of Conduct.
- 2) No use of the library's meeting room is permitted that will interfere with the effective use of the library by the general public, library staff, or regular operation of the library.
- 3) Materials are not to be attached to walls, windows, doors, or furnishings except at the direction of authorized library staff.
- 4) Groups are responsible for leaving the meeting room in order.
- 5) If a particular configuration of tables and chairs is required, users are responsible for setting up and returning furniture to the proper locations within the room.
- 6) Any damage to library property will be the group's responsibility.

RAMSEY FREE PUBLIC LIBRARY

Application for Use of Meeting Room

Groups wishing to reserve the meeting room should submit a completed application to the Library Director two weeks before the selected meeting date. A written application is required for confirmation of booking.

Name of Organization _____

Contact Person _____ Title _____

Address _____

Telephone Number _____ e-mail _____

Purpose for which facility is requested _____

Date(s) Requested _____

Times Requested From: _____ To: _____

Anticipated Attendance: _____

I certify that I am the official representative for this organization, and that I am authorized to make this application on their behalf and bind them to the Rules and Regulations of the Ramsey Free Public Library. Said organization agrees to save and hold harmless the Ramsey Free Public Library and the Borough of Ramsey, its agents, servants, and administrators from any and all liability arising out of the use of said premises of property. As official representative of this organization, I hereby certify that I have read the Ramsey Free Public Library Meeting Room Policy and agree to comply with that policy.

Signed _____

(Organization Representative)

Date _____

Approved _____

(Library Representative)

Date: _____