

Policy Manual – Operating

**MEETING ROOM POLICY**

1. To use the meeting room, a group representative must complete a Meeting Room Application Form. This form may be obtained at the library's customer service desk or from the library's web page [www.parsippanylibrary.org](http://www.parsippanylibrary.org). It is the responsibility of the group to obtain and file the request in a timely fashion (at least two weeks in advance).

The meeting room reservation is confirmed when the sponsor has received the application signed by the meeting room coordinator and the library director. The signed application is regarded as a contract.

2. Children and youth groups may use the meeting room provided there is one adult supervisor for every ten people under the age of 18.

3. The library programs are given booking preference. Parsippany based groups, **defined as 50% of the group's members live or work in Parsippany**, are given booking preference and are permitted to book for six months at a time.

4. Group size:

***Main Library – Parsippany branch***

Large groups may use the community meeting rooms. The meeting room may be used as one large meeting room for groups of up to 250 attendees or may be split into two smaller rooms to accommodate two smaller groups.

Groups of ten or less may book a small group study room. Use of the tutorial and group study rooms will be limited to two hours per group/individual.

***Lake Hiawatha branch*** – This meeting room accommodates up to 40 people.

5. Fees:

***Room Fees***

Parsippany based non-profit groups identified as 501(c)(3) and municipal committees, service groups, groups affiliated with the Parsippany-Troy Hills School District and library associations will not be charged a usage fee for each meeting room use.

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Non-profit groups based in Parsippany and for the benefit of Parsippany residents will be charged according to the following schedule:

- If a Non-profit group based in Parsippany and for the benefit of Parsippany residents meets less than 6 or fewer times in a 6 month period, there is no fee (\$0)
- If a Non-profit group based in Parsippany and for the benefit of Parsippany residents meets 7 – 15 times in a 6 month period, there is a fee of \$50.00 for that 6 month period
- If a Non-profit group based in Parsippany and for the benefit of Parsippany residents meets 16 or more times in a 6 month period, there is a fee of \$100.00 for that 6 month period.

All other non-profit groups will be charged a \$75 an hour fee for each meeting room use.

For-profit organizations will be charged a \$125 an hour usage fee, two-hour minimum requirement. All fees must be paid at the time the application is submitted.

### ***Tech/AV Fees***

All groups, including non-profits, will be charged a \$25 staff fee for use of audio-visual equipment. In order to use the library's equipment and to make sure that it works with any electronic equipment and documents, the group facilitator **must** set up an appointment with the library concierge prior to the meeting date.

6. Groups wishing to use meeting room(s) must provide a Certificate of Insurance prior to the use of the room, reflecting liability coverage of \$1,000,000.
  7. Businesses or organizations wishing to use meeting room(s) must sign the hold harmless agreement included in the Meeting Room Application.
6. Meetings must be completed 15 minutes before the library closes to allow time for the building to be secured. If the group needs to meet beyond normal closing hours, the group will be assessed an additional \$50 security fee. In this case, arrangements must be made one month before the meeting and approval is based on the availability of the library's security staff. The building must be vacated no more than one hour after normal closing times.
7. At the Main Library light refreshments may be served in downstairs meeting rooms and the gallery area ONLY. Alcoholic beverages are prohibited.

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8. A refundable \$50 deposit fee will be assessed to groups at the time of meeting room sign-up. The check is refundable as long as the meeting room is left in proper, clean order and the meeting group ends their meeting on time. For groups who meet multiple times, the check will be refunded at the end of the calendar year. Organizations are responsible for any damage to the room and its contents, including the kitchen.

Groups are responsible for clean-up at the end of the meeting. In addition, the library assumes no responsibility for lost or stolen items.

**9. The library director is authorized to deny future use of the meeting room to any group that is disorderly, violates regulations, or damages a meeting room.** A group *must* give 48 hours' notice when cancelling a meeting (the exception is weather cancellation). If a last-minute cancellation is caused by weather conditions, the group must notify the library (branch) of the cancellation. Failure to provide ample notification will result in forfeiture of the \$50 deposit fee and any other fees.

10. If the library has to close suddenly for a power outage, inclement weather, or any other reason, library staff will make a reasonable attempt to call or email the contact listed on the application. In case of inclement weather, the meeting room group is responsible for calling the Library or checking the Library's website, [www.parsippanylibrary.org](http://www.parsippanylibrary.org), to determine if the Library has a delayed opening or will be closed for the day.

11. Childcare for the children of adults attending meetings in library meeting rooms is the responsibility of those adults.

12. At the time of application, a copy of this policy will be given to the applicant, who must sign an agreement that the organization will abide by the rules and regulations set forth in this policy. It is up to the organization to ensure that the library has the most up-to-date contact information for the organization. If a library customer inquires about attending a meeting, the library staff will give that customer the information about the organization's contact person.

13. The Board of Trustees/library director reserves the right to attend or to send an authorized representative to any meeting.

14. The name, address or telephone number of the library may not be used as the official address or contact number for an organization.

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15. The Library will make meeting rooms available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use, and without regard to a requesting individual's or group members' age, race, color, sex, gender, gender identity or expression, national origin, ancestry, religion, creed, sexual orientation or preference, or any other group status protected under law. Library meeting rooms may be used for educational, cultural, intellectual, or charitable purposes. Library meeting rooms may not be used for any of the following: commercial activities, political fund raising and/or campaigning by or for a candidate for elected office, the presentation or promotion of obscene or sexually explicit content, any illegal activity, any other purposes deemed inappropriate or unacceptable by the Library

16. Meeting room attendees are required to adhere to all library rules.

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