

## VIII. MEETING ROOMS

The mission of the Franklin Lakes Public Library is to provide access to resources to support the informational, educational, recreational, and cultural needs and interests of the community as a public service. The library is a community resource center and in fulfilling this role the Board of Trustees is pleased to provide meeting room space. The use of any meeting room is a privilege subject to the following provisions:

- A. The Rezvani Meeting Room, Local History Room or Group Study Room is for use by groups to hold meetings of a cultural, civic, or educational nature.
  - 1. Meetings may not be unlawful.
  - 2. Meeting rooms may not be used for social gatherings (such as showers, birthday parties, dances or piano recitals etc.) or for political campaigns, physical exercise or to transact any business.
- B. Franklin Lakes Public Library business supersedes use by any other group. Use is permitted with this understanding.
- C. Permission to meet in the Library does not constitute an endorsement by the Library of an individual's or group's beliefs. Publicity for a meeting by a non-library group must not be worded in a manner that would imply library sponsorship of their group's activities. The name, address or telephone number of the Library must not be used as the official address or headquarters of any non-library organization other than The Friends of the Franklin Lakes Public Library and the Franklin Lakes Public Library Foundation. The Library reserves the right to publicize any or all programs of community interest. This right does not obligate the Library to provide publicity for any particular program.
- D. **Effective January 1, 2015** the Rezvani Meeting Room, Group Study Room or the Local History Room are available on a fee basis as defined below. All programs and meetings must be free and open to the public. Any fees must be identified on the application form at the time the application is made and announced to participants in advance. Sponsoring organizations may request donations of attendees. All activities must be concluded fifteen (15) minutes prior to library closing. The following fees are for periods of up to 3 hours. If any meeting room is needed for a longer period of time the fees are doubled.

<b><i>Type of Group</i></b>	<b>Local History Room</b>	<b>Group Study Room</b>	<b>Rezvani Meeting Room</b>
Franklin Lakes Gov't Entity	\$0	\$0	\$0
Nonprofit Group, FRLK Based	\$0	\$0	\$25
Nonprofit Group, Outside FRLK	\$25	\$25	\$100
Private Group, FRLK Based	\$50	\$50	\$150
Private Group, Outside FRLK	\$100	\$100	\$200

- E. Application for use of a meeting room will be honored on a first-come, first-served basis. Reservations are accepted up to three (3) months in advance. Every effort should be made to reserve a meeting room at least three days in advance. Library programs will receive priority over all other activities. Rooms are assigned in order of receipt of application. Cancellation should be made (as quickly as possible) immediately upon determination by the applicant. The Library reserves the right to cancel or reschedule any meeting. A penalty fee of no less than half of any room rental fee will be charged for any cancellation made less than 48 hours prior to the scheduled meeting.
- F. Kitchen facilities adjacent to the Rezvani Meeting Room and the Local History Room are available to those wishing to serve light refreshments. Use of the kitchen must be requested at the time of reservation. Light refreshments may be served and must remain in the room. A small refrigerator, microwave and coffee maker are available for use. Groups must furnish their own cups, plates, flatware, napkins, and other needed utensils. All refuse must be removed from the Library premises (a dumpster is available in the parking lot) and the room must be left in an orderly condition. Failure to comply will result in a penalty fee of \$25 and the individual or organization shall be barred from further use of the room until the penalty fee is paid.
- G. In accordance with New Jersey law regarding smoking in public buildings, smoking is prohibited on Library premises. Serving of

alcoholic beverages is subject to an approval process by the Board of Trustees at their regularly scheduled monthly meeting.

- H. Individuals signing the application form must ensure that the room is in order, the lights are turned off, and all doors are securely locked after the meeting has ended.
- I. Library equipment is subject to availability, with advanced reservations on a fee basis. Users should be prepared to provide equipment as needed. If library equipment is used (e.g. piano, TV/video projection equipment, microphones, overhead projector) a qualified person will be designated by the Library on a fee basis.

**Additional Fees:**

Microphone	\$10	LCD Projector rental	\$25
TV/DVD player	\$10	Laptop Computer	\$25

- J. The Library supplies no set-up and clean-up services. Library staff is not available to set-up or break down the Rezvani Meeting Room for any function other than Franklin Lakes Public Library business. Both set-up and breakdown are the sole responsibility of the person or group requesting use of the room. Upon request, set-up and breakdown service for programs may be available for a fee of \$25 for set-up and \$25 for breakdown. All requests must be submitted in writing to the Library at least one week prior to the scheduled event.
- K. All seating and table configurations shall be the responsibility of the applicant. Upon completion of the event, the room must be restored by the applicant to the basic room configuration. All groups are responsible for leaving the facility in good condition, in which it is found. If these requirements are not met, further use may be denied. An authorized employee of the Library shall check the condition of the Rezvani Meeting Room, Group Study Room or Local History Room, and the condition of the premises with particular respect to any damage, shortage or incomplete breakdown. Any problems shall be noted in writing. The individual(s) or organization sponsoring the event shall make payment for any such damage or shortage, and they shall be barred from further use of any meeting room until such payment is made.
- L. Where children under the age of eighteen (18) are involved, the organization must provide adequate adult supervision in the ratio of not less than one (1) adult per ten (10) children. Young children accompanying adult users of the Rezvani Meeting Room, Group Study Room or the Local History Room shall not be left unattended in the

Library. The Library's existing policies on *Unattended Children, Disruptive Behavior*, and the *Code of Behavior for Library Programs* (attached), applies to all meeting room usage.

- M. Any organization using the room(s) assumes responsibility for the conduct of the activity for which permission is sought to use the room and assumes any liability for personal property or other damage in or near said room during the period of use, without liability on the part of the Borough of Franklin Lakes or the Library Board of Trustees or the Library staff. A condition of approval of a use permit is that the applicant provides a certificate of insurance with liability coverage in the amount of one million dollars (\$1,000,000) listing the Library and the Borough as additional insureds. The certificate of insurance shall be presented to the Library Administration at least one (1) week prior to the day of the event. The Hold Harmless Agreement of the Borough of Franklin Lakes (attached – which indemnifies the Franklin Lakes Public Library, the Board of Trustees, the Borough of Franklin Lakes and all employees) must be signed and returned with the Certificate of Insurance for approval. The Library is not liable for injuries to people or damages to or loss of property of groups and/or organizations using any meeting room.
- N. Attendance at meetings will be limited to the capacity of the individual room as listed below:
- Maximum capacity of the Rezvani Meeting Room is 125.
  - Maximum capacity of the Local History Room is 14.
  - Maximum capacity of the Group Study Room is 30.
- O. The Franklin Lakes Public Library is committed to compliance with the American Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request.
- P. In the event of an emergency closing, every effort will be made by the Library Administration to notify the contact person listed on the application. If there is an emergency closing the meeting must be cancelled.
- Q. Any question of interpretation will be referred to the Board of Trustees of the Library for final decision. The Board reserves the right to limit, control, and determine conditions of any and all uses of the Library Rezvani Meeting Room, Group Study Room or Local History Room by non-library organizations. The regulations may be changed at any time, subject to legal limitations.

Effective Date: March 1, 1996  
Adopted 6/8/81

Revised: 11/7/92, 2/26/96, 2/17/04, 7/17/06, 7/14/14

**FRANKLIN LAKES PUBLIC LIBRARY**

Signature of Applicant for use of the Rezvani Meeting Room, Group Study Room  
or Local History Room:

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Organization/Individual: \_\_\_\_\_  
(Please Print)

*Date of Application:* \_\_\_\_\_

*Date(s) Requested:* \_\_\_\_\_

*Room Requested:*

\_\_\_\_\_ *Rezvani Meeting Room*

\_\_\_\_\_ *Local History Room*

\_\_\_\_\_ *Group Study Room*

*Director's Approval:* \_\_\_\_\_

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