

## **Monmouth County Library: Public Use of Meeting Rooms**

### **Policy Statement:**

Monmouth County Library meeting rooms provide a space for library and library-related activities. The needs of the library and library co-sponsored events take precedence. Monmouth County Library allows the use of designated meeting rooms at most branches by non-profit organizations and not-for-profit community groups, and local, state and federal government agencies for meetings that are educational, cultural, or civic in nature. Use is granted on equal terms to all groups provided that the group complies with the policy guidelines as stated.

All persons attending meetings at Monmouth County Library are subject to the Library Code of Conduct Policy and the Unattended Children in the Library Policy.

### **Procedures and Guidelines**

For times when a meeting room is not needed by the Monmouth County Library, requests for use are considered on a first-come, first-served basis.

No implications can be made through written material or media relations that Monmouth County Library is sponsoring the event. All publicity for the event must be submitted and authorized by the Monmouth County Library in writing prior to distribution to any/all media sources including print and online. Publicity must include the name of the organization and the following statement:

*The Monmouth County Library provides meeting space as a community service. The Library neither sponsors nor endorses this event, the speaker(s) or the organization.*

The Library reserves the right to revoke permission to use any meeting room if Library rules and policies are violated.

Meetings are subject to the following procedures and guidelines:

### **Reservations for Meeting Rooms**

- A meeting room reservation form must be completed and signed in advance by an adult at least 18 years old who will be responsible for the use of the room and must be in attendance at the meeting. Applicants must receive written approval for use of library meeting rooms.
- Meetings may be scheduled up to four (4) months prior to the event if space is available. The library reserves the right to cancel or reschedule any meeting.
- Applicants who have an active Monmouth County Library adult card, those individuals associated with a government institution and those individuals associated with a library non-profit organization will be given preference.
- Meeting rooms can only be used during the branch's regular hours of operation.

- The Library will NOT supply any materials for meetings or provide storage space at Library facilities. A/V equipment may be available for use in some meeting rooms, if requested in advance on the reservation form, but is not guaranteed. The Library reserves the right to charge a fee for use of any equipment.
- Non -refundable booking fees apply which must be paid at time of booking.
- No food is permitted unless requested and approved in advance on the reservation form. Food may be prohibited at some branch locations. If permission is granted, certain restrictions still apply. This includes but is not limited to the following: no alcohol or flames/heating elements are allowed on Monmouth County Library property.
- To promote accessibility of meeting rooms to a wide variety of groups, or due to staffing requirements, the Library may limit the number or length of meetings or deny access during any time period.
- Groups that cancel a meeting should contact the library at least 48 hours in advance of the meeting in writing.

## **Meetings**

- Library meeting rooms may NOT be used for:
  - Commercial purposes, solicitation of business, or non-Monmouth County Library fundraising,
  - Political campaigning on behalf of, or in opposition to, any candidate for elected public office,
  - Any illegal or potentially hazardous activity.
- There are no private meetings in the Monmouth County Library. All meetings must be free and open to the public. No mandatory registration may be requested. Library staff and public may enter and remain in a meeting room at any time.
- Admission may not be charged; no solicitation or collection from the public may be made; no donations may be solicited; no items may be sold.
- Meetings with minors must be supervised at all times by the adult responsible for the room reservation.
- Attendance may not exceed the meeting room's capacity.
- The Library reserves the right to require that the room must be returned to its original condition after the meeting.

### **Additional**

- No group or organization may use the Monmouth County Library logo in promoting or advertising their meeting without the Library's written permission.
- No group or organization may list the address of the Library as its mailing address.
- Rooms must be left clean. Groups are responsible for proper disposal of paper, food or other remains from their meeting. If there is any damage to any room or equipment that necessitates professional cleaning or repairs, the meeting applicant will be held responsible for all associated costs.
- As part of the meeting room application, groups wishing to use library meeting rooms need a certificate of liability insurance, or must sign a hold harmless agreement included in the Meeting Room Reservation Form.

**Failure to comply with any of the Monmouth County Library's policies and guidelines may result in termination of the meeting and/or the loss of future use of meeting rooms.**

Any appeal must be submitted to the Library Commission, who may grant the right to any exemption at a regularly scheduled meeting.

*Approved by Monmouth County Library Commission: [12/11/18].*