

MEETING ROOM USAGE POLICY

The Vineland Public Library makes available public meeting spaces for users of the library in accordance with the following policy. The primary use of Library Meeting Rooms shall be for Library or Library-sponsored activities held in conjunction with the Friends of the Library or community partners, or for other library purposes. When otherwise available, the Library will offer Meeting Rooms for the use of groups and citizens, regardless of their affiliation or beliefs. The Rooms will be available for groups or citizens to conduct programs, meetings, seminars, study groups, planning sessions, training programs and related activities. All such events shall be free and open to members of the public who may wish to attend. The Library shall not discriminate in granting permission for the use of Meeting Rooms on the basis of race, religion, age, gender, national origin or disability. In allowing a group to use a Meeting Room, the Library does not imply any endorsement of the group's beliefs, policies, practices or program. Library authorization to book public meeting space will be granted only to adult cardholders whose library cards are in good standing, as well as to adult non-cardholders at a premium rate. All who wish to reserve a room must submit a completed Meeting Room User Agreement Form.

1. The meeting rooms shall not be used for commercial purposes. Exceptions may be made for such events as art exhibits where price tags may be displayed on exhibited items. The Library has the right to ask for verification of tax-exempt status. No employee of the Library or member of the Library Board shall participate in any financial transactions involving exhibited items.

Businesses located in Vineland may reserve the meeting rooms for employee training or community service programs. Businesses may not distribute self-promoting material when conducting community service programs (January 2004 addendum)

2. Application for usage shall be made to the Business Manager or Administrative Clerk on forms to be provided by the Library. The meeting rooms must be used only for the purposes set forth in the application.

Rooms available:

Community Event Room (capacity 75-90)

Doris Tripp Room (capacity 30-50)

Children's Event Room (capacity 60)

Established fees for a reserved room are as follows:

Non-Profit – Free (Donations are gladly accepted and appreciated)

Business - \$75

If refreshments are to be served there is a \$50 (on a separate check) cleaning deposit required. Food and beverages may not be brought into the computer lab.

The application shall be made prior to the date requested, and the fee must be paid upon approval of the application and in advance of the requested date.

There should be no charge to library-sponsored or library-related organizations. No gratuities may be paid to any Library employee for utilization of the meeting room.

3. Meeting rooms, with the exception of the Community Event Room, are only available during regular library hours. All meetings must adjourn at least 15 minutes before the Library's closing time. Permission must be granted by the Board of Trustees for after-hour events.

4. The individual signing the application for a meeting room must be over 18 years of age and must agree to be individually legally responsible for all damage to any property of the Library resulting from the negligence, carelessness, or willful acts of any member, officer, employee, agent or of any of the invitees utilizing the room during the hours reserved on the application.

5. Meeting rooms may not be reserved for regularly scheduled meetings by any organization or business, *other than The Library Foundation and The Friends of the Vineland Library - whose sole purpose is to support the Vineland Public Library*. The limit is four meetings per year. The Library reserves the right to cancel.

6. There shall be at least one adult in attendance during the time reserved for the use of the room for every 15 children present.

7. All groups shall abide by the Fire Regulations of the City of Vineland and the requirements of the American's With Disabilities Act.

8. Tables and chairs are available but the organization is required to set them up and return them to the storage area or, the original position they were found when the meeting is over. Set-up arrangements must be made to accommodate persons with disabilities.

9. No items of any nature may be attached to the walls, doors, ceiling, etc. unless approved by the Business Manager or designee.

10. Smoking is not allowed in the Library.

11. No alcoholic beverages may be served. Simple refreshments may be served provided that those conducting the meeting take full responsibility for cleaning afterward. No refreshments may be served without the prior written approval of the Business Manager or designee. **There is a cleaning deposit of \$50 required when refreshments are served.**

12. The Vineland Public Library, the City of Vineland, and the employees and Trustees of the Vineland Public Library shall not be responsible for any accidents, loss of personal property, etc., occurring as a result of the utilization of the meeting rooms.

13. If a conflict shall arise in the scheduling of the meeting rooms, the following priority shall be used in order to determine which group shall obtain the use of the meeting rooms:

1. Library programs
2. Library-sponsored programs, including Friends of the Library
3. Vineland Municipal agencies
4. School-related groups
5. Service clubs and groups
6. Miscellaneous clubs (garden, women's, etc.)
7. Civic and taxpayers' associations

Granting permission to use the Library's meeting rooms does not imply endorsement of the aims, policies, or programs of any group or organization. Publicity for meetings must not give the impression that the program is sponsored, co-sponsored, or approved by the Library.

14. If these rules and regulations are violated by any group, the group is subject to the revocation of its privileges for future meeting room use at the discretion of the Library Board of Trustees.

15. Any changes in the policy or regulations set forth above shall be by resolution of the Board of Trustees in conformity with the By-laws of the Board of Trustees.

Approved by Board of Trustees - November 3, 2003

Reviewed and addendum re. For-Profits #1 - January 22, 2004

Reviewed and addition to #5 (by any organization or business) - May 26, 2005

Reviewed and changed leadership title and items 2, 3, 5, 8 - November 18, 2021