

# **ROXBURY PUBLIC LIBRARY**

## **Meeting Room Policy**

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Dear Applicant: Please keep meeting room policy for future reference. Thank you.

### **A. Policy:**

The Trustees of the Roxbury Public Library wish to encourage the widest possible community use of the Library meeting rooms. Subject to the regulations below, the Board welcomes all non-profit organizations of Roxbury Township and other non-profit organizations serving primarily Roxbury residents with a view to providing its resources and facilities for the educational, cultural and social activities of the Township. (This policy applies to meetings on the premises and to the posting of and/or distribution of literature.)

### **B. Penalty Clause for Cancellation:**

The group or individual using the meeting room is required to give immediate notice to the Library's Administrative Assistant if the room is no longer needed. The Library reserves the right to charge a \$25.00 cancellation fee to any individual or group who does not give notice.

### **C. Regulations:**

1. Priority will be given to Library-planned activities. In rare instances, a scheduled meeting of an outside group may need to be canceled because of a library priority (for example, a special election).
2. Applicant must submit his/her library card number.
3. Although the meeting rooms are for Roxbury Township activities, organizations outside the Township may receive approval for their use if Roxbury residents will constitute a majority of those attending. Recurring reservations may be accepted for up to one year. County-wide or out-of-town groups may apply to use a meeting room 30 days in advance of their meeting date, thus allowing Roxbury groups the first opportunity to use the Library facilities. Applications are accepted on an on-going basis.
4. An application for use of a library meeting room must be filed and approved by the Library Director and/or the Library Board of Trustees.
5. Youth groups are encouraged to use the meeting rooms and display area, provided the applicant is an adult and adult supervision is present at the meeting.
6. The meeting rooms cannot be booked for days when the Library is closed, - i.e. holidays, snow emergencies, etc. unless prior permission is granted by the Library Director.
7. A custodial fee and a building supervisor fee may be charged for meetings which take place outside of library hours. The fee shall be set by the Library Board of Trustees. Meetings will be considered on a case by case basis, subject to the approval of the Trustees or the Director and availability of a custodian and a building supervisor.
8. The meeting rooms are not available for the benefit of private individuals or commercial concerns, or where, in the judgment of the Trustees or the Director, disorder may be likely to occur.

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9. Admission fees may not be charged nor materials sold, with the exception of fund-raisers sponsored by the Friends of the Roxbury Township Public Library.
10. The name and address of the Roxbury Public Library may not be used as the designated headquarters of any organization. The exception is the organization known as The Friends of the Roxbury Public Library, which is a non-profit organization dedicated to advocacy and fund raising for the library. The Library may not be identified as the sponsor of any organization's function or belief.
11. The meeting rooms and the kitchenette in the large meeting room must be restored to order, burners turned off, windows closed, lights out, and exit doors locked. A checklist is posted in the meeting room for your convenience. A custodial services fee will be charged to cover any necessary clean-up. This fee is to be determined by the Library Board of Trustees.
12. Drinking of alcoholic beverages and smoking are prohibited in all areas. Candles and other open flames are prohibited in the small meeting room. Any group that violates this regulation will be denied future use of Library meeting rooms.
13. Meetings in the large meeting room must close by 11:30pm; meetings in the small meeting room must close 10 minutes before the closing of the library. The library reserves the right to cancel or terminate any meeting in the event of an emergency; i.e. loss of power, snowstorm, etc.
14. For statistical purposes, we ask that the group note the total actual attendance on the record sheet near the exit door of the meeting room.
15. There will be no public access to the secured area of the library during off hours. Private offices and the staff lounge may not be used by groups using the meeting rooms.
16. Groups using the meeting rooms may be required to present a certificate of liability insurance.
17. All meeting room parking must be in designated parking spaces on library property, or on Main Street.
18. The Board of Trustees:
  - Assumes no liability for injury to a person or damage to the property of the organization or its members.
  - May attend, or send a designated representative to attend, any meeting in the Library
  - Reserves the right to revoke permission for any meeting.
19. It is the responsibility of the applicant to comply with all state and local statutes, ordinances, regulations and policies.

adopted 4/9/86	amended 3/90	amended 3/91	amended 4/95	amended 4/01	amended 4/08	amended 2/10
amended 3/89	amended 7/90	amended 1/92	amended 4/00	amended 4/05	amended 6/09	amended 6/12