

adopted 4/9/86
amended 3/89
amended 3/90
amended 7/90
amended 3/91
amended 1/92
Amended 4/95

amended 4/26/00
amended 4/25/01
amended 4/27/05
amended 4/30/08
amended 6/24/09

ROXBURY PUBLIC LIBRARY **-- Meeting Room Policy --**

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 adequate 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 as noted:

- For a meeting scheduled for a period of 3 consecutive days or more one month's notice is required.
- For individual meeting dates-
the user should give notice one week ahead of time.

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 supply their Roxbury library card number or proof that the majority of attendees are Roxbury residents.
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. 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.
4. Applicant can apply for use of the meeting room by completing the paper application. Application forms must be filed with the Library Administrative Assistant and approved by the Library Director and/or the Library Board of Trustees. Recurring reservations may be accepted for one year, subject to the above priorities. Applications are accepted on an ongoing basis.

5. Youth groups with adequate adult supervision are encouraged to apply for and use the meeting rooms and display areas.
6. The meeting rooms cannot be booked for times 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 will be charged for meetings beginning after Library hours; the fee is set by the Library Board of Trustees. Groups will be considered on a case by case basis, subject to the approval of the Trustees or the Director. If a group does not fall within the criteria of the policy, a fee will apply.
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.
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. A fee to cover custodial services will be charged to cover any necessary clean-up; this fee is to be determined by the Library Board of Trustees. When a carpeted area is provided as a meeting location, refreshments may not be served. All tables and chairs are to be put away. A checklist is posted in the meeting room for your convenience.
12. Drinking of alcoholic beverages and smoking are prohibited in all areas. If evidence of either is reported, future use of the room will be forfeited.
13. Meetings in the large meeting room must close by 12:00am; meetings in the small meeting room must close by 8:50pm.
14. All Library property which is made available to the public is made available conditional upon the responsible behavior of users. Organization members assume responsibility for any damage to the meeting room or furnishings. They are also responsible for providing an experienced equipment operator if Library-owned equipment is to be used.
15. 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.

16. An officially designated member of the organization (or his specially appointed delegate, if he cannot be present) shall see that:
 - All rules outlined above are enforced.
 - Burners are turned off, windows are closed, and **lights are out**.
 - The meeting room is left as found.
 - The exit door is locked (it will lock automatically when shut tight).
 - All materials which can be recycled are put in the proper recycling bins.

17. There will be no public access to the secured area of the library during off hours.

18. The Board of Trustees assumes no liability for injury to a person or damage to the property of the organization or its members.

19. Groups using the meeting rooms on a regular basis should arrange for liability insurance.

20. The Trustees may attend, or send a designated representative to attend, any meeting in the Library.

21. The Trustees reserve the right to revoke permission for any meeting.

22. All meeting room parking must be in designated parking spaces on library property, or on Main Street.

23. Private offices and the staff lounge may not be used by groups using the meeting rooms.

24. It is the responsibility of the applicant to comply with all state and local statutes, ordinances, regulations and policies.

ROXBURY PUBLIC LIBRARY
Application for use of a Library Meeting Room

Name of Organization _____ Date of Application _____

Purpose or function of organization _____

Purpose or function of Meeting _____

Estimated attendance per meeting _____

Applying for: _____ large meeting room capacity = 100 people
 _____ small conference room capacity = 10 people
 (available only during business hrs.)

Equipment needed other than tables and chairs _____

Applicant name _____

Applicant Roxbury Library Card number _____

Applicant e-mail address _____

Applicant address _____

Applicant telephone number (daytime) _____ (evenings) _____

Calendar Date	Hour-Begin	Hour-End	Topic	Speaker

Please use other side for additional dates

**PLEASE COMPLETE, SIGN & RETURN APPLICATION TO THE FRONT DESK.
 YOU WILL RECEIVE A CONFIRMATION OF YOUR REQUEST.**

I have **READ AND TAKEN** the Library Board's "Meeting Room Policy" and agree to abide by it. I understand and agree that if this application is approved, I assume responsibility for: any payment due to the Roxbury Public Library; the preservation of order; liability for any damage to or loss of property that may result from this use; and the due observance of all regulations of the Library Board of Trustees. I also understand that in case of any emergency, it is my responsibility to determine whether or not the event should be canceled and if this is so, to notify the Library before 5:00pm on the day of the scheduled meeting. I also understand that the Roxbury Public Library cannot provide janitorial services for setting up or taking down furniture, exhibits, or other equipment.

Signature of Applicant _____

Application received date _____ by Library Secretary _____

Application approved Date _____ by Library Director _____

Forward to Board of Trustees? ____ no ____ yes

Board approval date _____ Board Notes _____

Use for additional dates:

Calendar Date	Hour-Begin	Hour-End	Topic	Speaker