

## Meeting Room Space Policy

Use of the programming space is primarily for programs and meetings conducted or sponsored by the Longport Public Library, and secondarily, for programs of established and recognized institutions, groups, and associations with educational, cultural, or civic purposes. The fact that a group is permitted to use a room does not in any way constitute an endorsement of the group's policies or beliefs by the Longport Public Library. All meetings must be open to the public.

Programs that are planned by the Longport Public Library take precedence over meetings of outside groups. Longport Public Library reserves the right to pre-empt the use of meeting space for library purposes and will attempt to notify the scheduled group of the change as early as possible.

As long as meetings do not conflict with one another, there is no objection to regular meetings of the same group; however, in fairness to the numerous groups of the community, reservations are taken not more than 60 days in advance for the meeting space.

APPLICATION: Formal application for the meeting space is made with the Library Director. An individual responsible for the programming space must complete and sign an application form. Reconfirmation of the meeting must be made with the Library at least one week prior to the meeting. Cancellations or change of meeting dates also must be cleared with the Library Manager.

### General Rules of Use of the Meeting Space for the public

1. The area may not be used for religious services or sales promotion. Sale of merchandise or services is strictly prohibited.
2. Political meetings are acceptable for the discussion of issues but not for campaign purposes, fundraising, party caucuses or meetings closed to the public.
3. Except as a designation of location, the name of the Longport Public Library may not be used in any publicity relating to use of the space.
4. Individuals or groups using the space shall secure any necessary performance licenses and indemnify the Longport Library for any failure on their part to do so.
5. Attendance at authorized meetings may not exceed the maximum room capacity.
6. Groups of children or teenagers must be supervised by one adult for every ten children/teens.

7. No cooking may be done or food served without approval of the Library Director. No alcohol may be served at any time. No smoking is permitted. Burning of any materials, including incense and candles, is prohibited.
8. There is no charge for meeting room use during the library's regular hours of operation. Programs should be planned so that meeting space will be vacated 15 minutes before closing time.
9. The space must be left in acceptable, un-littered condition. Tables and chairs should be returned to the positions in which they were found.
10. No games of chance may be played.
11. Meetings must be conducted in such a way as not to disturb library operations.
12. Use of audio-visual equipment must be arranged at time of reservation and used in a manner that does not disturb the operation of the library.
13. Library personnel will not move or rearrange heavy equipment.
14. The Longport Public Library assumes no responsibility for equipment or personal articles belonging to applicants or their guests.
15. The applicant accepts liability for either damage to library facilities or loss of library property.
16. The Longport Public Library reserves the right to close due to adverse weather conditions or other emergencies and will attempt to contact the applicant.
17. The applicant assumes responsibility for participant accommodations (e.g. assistive listening devices, etc.) and specific articles of compliance as required by the Americans with Disabilities Act.
18. Individual patrons may have impromptu use of the unscheduled room by seeking permission of the library staff at the Service Desk.
19. Library personnel must have free access to the multipurpose room at all times. The Longport Public Library retains the right to monitor all meetings conducted on the premises to ensure compliance with the above regulations. Infringement of any of the regulations here stated shall be grounds for denial of future use of meeting space.

Completed forms may be hand delivered, mailed, or emailed to:

Longport Public Library  
c/o Meeting Space Request  
2305 Atlantic Avenue  
Longport, NJ 08403  
library@longportpubliclibrary.org

Conference Room/Meeting Space REQUEST FORM

Read the Policy before completing this form.

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

Name of Organization \_\_\_\_\_

Non-Profit      For-Profit

Name of Contact Person \_\_\_\_\_

Position in Organization \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ (Day) \_\_\_\_\_ (Eve)

Program Information (please note if attached):

Date(s): \_\_\_\_\_

Hours: \_\_\_\_\_

Type of Activity: \_\_\_\_\_

Expected Attendance: Adults \_\_\_\_\_ Children \_\_\_\_\_

Will refreshments be served? \_\_\_\_\_

\*If refreshments are to be served, you must speak with Library Staff to make arrangements.

Note: Attendance in the meeting area is limited to 20 people. We have read and agree to abide by the Longport Public Library policies and procedures governing the use of the Library's Multipurpose Room. We also agree to defend and hold harmless and indemnify the Borough of Longport and any of its employees or agents from any claims, suits, or other actions arising from, caused by, or which are the result of any alleged act or omission of any organization, corporation, guest, invitee, licensee, visitor or other person present on the Library premises for the purpose of participating in, organizing, assisting, enjoying, supervising or in any other way furthering the activity to be held (as described above) on the date(s) listed above. The undersigned is authorized to execute this agreement on behalf of this organization.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

Title \_\_\_\_\_

Please return this completed form to the Library, no less than 10 days before your scheduled use of the room.

If you have questions, please call the library at (609) 487-7403.

Approved: \_\_\_\_\_ Date: \_\_\_\_\_