

## UNION FREE PUBLIC LIBRARY MEETING ROOM POLICY

The Union Public Library is dedicated to free expression and free access to information and ideas concerning issues of interest to the residents of Union.

To this end, the Library maintains meeting rooms for library and community use.

First preference is given to library and library-sponsored programs, then to organizations and groups based in the Township of Union, but other organizations and groups may use the meeting rooms subject to their availability. Permission to use the meeting rooms does not imply Library endorsement of the aims, policies, programs or public statements of any group or organization. Such permission is revocable and does not constitute a lease.

A Meeting Room Application must be submitted for the use of the meeting rooms at least thirty days in advance of the date requested. Applications are approved or rejected by the Library Director based on the availability of space and whether the usage of the room complies with the regulations set forth in this policy. The Library Board of Trustees reserves the right to review all applications, and may, at an organization's request, review any application not initially approved.

### REGULATIONS

1. A Meeting Room Application must be submitted at least 30 days in advance of the date requested. The form must be submitted to the Assistant Director for approval by the Library Director. A meeting room date is not firm until the requesting party receives a copy of the application signed by the Library Director.
2. The Applicant for the use of the meeting room must be 18 years of age or older.
3. A fee of \$135.00 will be charged to any profit-making organization using the meeting rooms.
4. For-profit organizations that use our meeting room must provide the Union Public Library with a certificate of insurance in the amount of 1,000,000 dollars when they submit the Meeting Room Application Form for approval. No for-profit organization may use any of the Library's meeting rooms without this certificate of insurance.
5. First preference is given to library and library-sponsored programs. Organizations and groups based in Union as well as Union Library Card Holders and/or Union Residents will be considered next. Other organizations and groups may use the meeting rooms subject to availability.
6. The Applicant will assume full responsibility for the conduct of the group or organization and for any damage to the building or its equipment.

7. All meetings must be open to the general public. Closed meetings are not permitted in library meeting rooms. Any meeting may be visited by the Library Director or his/her delegated representative.
8. No admission fees may be charged for programs held in the meeting rooms.
9. Meetings must be scheduled during hours when the library is open to the public.
10. The Library's buildings are smoke free. Smoking is not allowed in any Library facility.
11. Alcoholic beverages are not permitted on Library premises.
12. The Main Library meeting room capacity is limited to 80 people. The Vauxhall Branch meeting room capacity is limited to 40 people.
13. Food may not be served in the Activities Room. Bottled water is the only liquid refreshment that may be served.
14. Neither the name nor the address of the library may be used as the official address or headquarters of the group or organization.
15. All publicity, advertisements, and social media must carry the name of the group or organization sponsoring the meeting. The Library may not be identified as a sponsor.
16. The Union Public Library requires that a copy of all publicity and advertisements generated by the organizers of the event or meeting being held in the Library's meeting rooms must be given to the library's representative (2) weeks prior to the event.
17. All publicity, advertisements, and social media generated by these groups and organizations must state only that the Union Public Library is the location of the event or meeting. The following statements must be included on all publicity, advertisements, and social media:
  - a. "The Union Public Library is not a sponsor of the event or meeting".
  - b. "The Union Public Library is not affiliated in any way with this group or organization."
  - c. "The Union Public Library does not endorse or approve the contents of this meeting".
18. The disclaimers, listed in item 17, must be included in all of the publicity, advertisements, and social media generated by the groups and organizations. Publicity includes, but is not limited to; RADIO, TELEVISION, TWITTER, FACEBOOK; PRINT RESOURCES; AND ANY OTHER SOCIAL MEDIA OUTLETS.

19. The first time a group or organization violates this meeting room policy they will receive a written warning about the violation.
20. If a group organization violates the meeting room policy a second time, the group or organization will not be allowed to book and use the meeting rooms for a period of six months.
21. All meetings must end 15 minutes before the library's closing time. All members of the group or organization and the audience attending the meeting must have left the building by closing time.
22. The group or organization is responsible for its own set-up of chairs, tables, etc., and must clean up the room, returning it to the condition in which it was found after the completion of the meeting.
23. The Library reserves the right to deny meeting rooms to organizations and groups who frequently cancel meetings, who do not notify the Library about canceled meetings, or who consistently overstay their reserved time.
24. Groups and organizations utilizing the meeting rooms are considered a public accommodation under the Americans with Disabilities Act (ADA) and are therefore responsible for providing auxiliary aids and services in compliance with the ADA.
25. Groups and organizations are subject to copyright law in their use of film, video, music and other media and are also responsible for observing the admission policies associated with the Motion Picture Association of America guidelines when showing rated films in the meeting rooms.
26. In the event that the Library must close due to equipment failure or a weather-related emergency, all efforts will be made to notify organizations scheduled to use meeting rooms. During adverse weather conditions, the group or organization should check with the Library for closing information.
27. The Union Public Library reserves the right to revoke or modify permission to use its meeting rooms, or to modify conditions imposed on the use of these rooms, in order to adapt to the operational needs of the Library or the priority needs of Library users.

Revised: December 2014

Approved by: Union Public Library Board of Trustees, December 16, 2014