

## **MEETING ROOM POLICY**

### **Mission**

The Wyckoff Free Public Library has three meeting rooms, with modern audiovisual equipment, whose purpose is to help the library fulfill its mission as a community center and facilitator for lifelong learning. The first priority is to use these rooms for library-sponsored meetings and programs, including events organized by the Friends of the Wyckoff Library.

### **General Principles**

1. When a room is not being used for a library activity, it is available for reservations by nonprofit groups, private individuals and businesses based in Wyckoff or outside Wyckoff.
2. Access to the meeting rooms is provided on generally equal terms, regardless of the beliefs or affiliations of individuals or groups requesting use; however, any proposed use of a meeting room is subject to the approval of the Board of Trustees, who reserve the right to deny permission to any group for any reason.
3. No admission charges, collections, tuition, sales (except for regular club dues) or other money-raising activities may be attached to the meeting room use, unless approved in advance by the Board of Trustees. Groups may charge attendees for the actual costs of the program or accept voluntary donations for a charitable or educational cause.
4. Any promotional material created to announce an event in the library by an unaffiliated group must include the following language: "This event is neither sponsored nor endorsed by the Wyckoff Free Public Library."
5. People attending meetings may not leave their children under age 12 unsupervised in the library.

### **Liability**

1. A group assumes all responsibility and liability for property damage or personal injury or loss sustained by any attendee and indemnifies and holds harmless the Wyckoff Free Public Library, its employees, the Board of Trustees, and the Township of Wyckoff from any and all liability arising from the use of any meeting room, including the reasonable cost of attorney fees and expenses incurred in the defense of any litigation instituted against the library or the township arising out of any use of a meeting room.
2. A group must file a certificate showing liability insurance coverage of not less than \$1,000,000 with the library, and the certificate must name the Wyckoff Free Public Library as additional insured. If a group does not have insurance, an individual member must present a certificate of his or her homeowner's insurance naming the library as additional insured. A group renting a room multiple times need file one insurance certificate a year.
3. A group must leave a meeting room in the condition in which it was found. This includes cleaning up if food or beverages are served, washing any soiled surfaces, removing leftovers and supplies, throwing trash and recycling in provided receptacles, and turning off lights. Additional charges may be assessed for required extra cleanup by the library's custodial staff.
4. If damage is incurred to a room, the group will be expected to reimburse the library for the cost of replacement/repair and may be denied future access to the meeting rooms.
5. A group using a meeting room after the library is closed will be given a key to the front door and instructed in how to lock it. The group is responsible for locking the door and returning the key in the library's book deposit. A group that fails to lock the building or return the key will incur a \$25 additional charge and may be denied future access to the meeting rooms.

## **Procedure**

1. Meeting rooms are available for use during library hours. No meetings are permitted to start before the library opens or after it closes; however, special requests for before- or after-hours uses are subject to approval by the Board of Trustees. If a meeting is to extend beyond closing time, it must be held in either the Monroe or Shotmeyer Room, not the History Room.
2. Reservations for meeting rooms may be made up to six months in advance and must be made using the library's meeting room form, which is available at the library or can be downloaded from its website.
3. Payment of fees for meeting room use is due when the application is approved.
4. Payment can be made by check or cash.
5. Applications, liability insurance certificates and payments should be given to the Circulation Department at the front desk.

## **Cancellations**

1. A group that cancels its meeting must inform library staff no later than 24 hours prior to the approved rental, not including weekend days.
2. If the library is closed due to inclement weather or emergency, use of a meeting room is automatically cancelled. The library will attempt to notify the group's contact person and give as much notice as possible. Closings are recorded on the library's telephone answering system and its website.

## **Conduct in the Meeting Rooms**

1. No smoking.
2. No candles or other lit flames.
3. No alcoholic beverages.
4. No gambling or games of chance.
5. No animals except service animals.

## **Use of Meeting Rooms by Children or Teens**

1. Any group of minors who wishes to reserve a meeting room must be supervised by one person over 21 years old. The adult must reserve the room and be responsible for the group.
2. Any group who wishes to reserve a meeting room for use by children under age 12 must include one adult for every eight children.

**Fee Schedule \***

| <b>Type of Group</b>             | <b>History Room</b>  | <b>Monroe Room</b>   | <b>Shotmeyer Room</b>                                      |
|----------------------------------|--|--|--|
| Wyckoff Gov't Entity             | \$0  | \$0  | \$0  |
| Nonprofit Group, Wyckoff-Based   | \$25 for the first 4 hours, \$10 for each additional hour  | \$50 for the first 4 hours, \$20 for each additional hour  | \$90 for the first 4 hours, \$40 for each additional hour  |
| Nonprofit Group, Outside Wyckoff | \$50 for the first 4 hours, \$25 for each additional hour  | \$75 for the first 4 hours, \$35 for each additional hour  | \$115 for the first 4 hours, \$55 for each additional hour |
| Private Group, Wyckoff-Based     | \$75 for the first 4 hours, \$35 for each additional hour  | \$100 for the first 4 hours, \$50 for each additional hour | \$140 for the first 4 hours, \$70 for each additional hour |
| Private Group, Outside Wyckoff   | \$100 for the first 4 hours, \$50 for each additional hour | \$125 for the first 4 hours, \$60 for each additional hour | \$165 for the first 4 hours, \$80 for each additional hour |

\*Fee schedule revised as of July 20, 2016. Rates to be applied to room use beginning September 2016.

**Additional Fees**

Use of kitchen: \$15

Microphone: \$15

Polycom: \$15

Piano: \$25

TV: \$25

Projector/screen: \$25

**Description/Special Features of Meeting Rooms**

Henry J. Shotmeyer, Jr., Room

Location: lower level.

Maximum occupancy: 180 seated auditorium-style; 90-100 at folding tables.

Audiovisual capacities: Wi-Fi, cable TV connection, DVD player, ceiling-mounted projector, motorized screen, plug-in for laptop-based presentations, stereo speaker system, handheld and lavalier microphones, podium, stage, baby grand piano.

### James Monroe Room

Location: lower level.

Maximum occupancy: 90 seated auditorium-style; 50-60 at folding tables.

Audiovisual capacities: Wi-Fi, cable TV connection, DVD player, ceiling-mounted projector, motorized screen, plug-in for laptop-based presentations, three wall-mounted televisions with Wii, Playstation and XBox 360 gaming systems, baby grand piano.

### History Room

Location: mezzanine.

Maximum occupancy: 15 seated around a large conference table.

Audiovisual capacities: Wi-Fi, cable TV connection, wall-mounted TV, plug-in for laptop-based presentations, Polycom for audio conference calls.

If a group wishes to use the audiovisual equipment in a meeting room and needs training in how to use it, a representative must make an appointment with a staff member during library hours before the scheduled meeting.

### **Limitations**

1. The Board of Trustees may deny future permission to use a room to any group that is disorderly, whose activities disrupt normal library business, or who violate the rules and procedures in this policy.
2. The Board of Trustees reserves the right to amend this policy at any time or to impose such additional regulations or restrictions as deemed necessary to protect the interests and property of the Wyckoff Free Public Library and its patrons and staff.

Adopted: August 20, 2012