

# Use of Library Public Meeting Spaces by Outside Groups

## I. Purpose

This policy specifies usage guidelines, restrictions and fees associated with the use of the Library's Meeting Room and Museum.

## II. Policy

The Library's meeting room and museum shall be open to all groups of a civic, educational, charitable or cultural nature, and not utilized for fund-raising purposes except by The Friends of the Springfield Free Public Library, provided that their use does not conflict with library needs which take priority.

## III. Procedures Governing the Public Use of Library Meeting Room and Museum

### A. Priority

The meeting room and museum are intended primarily to support Library programs and functions that further the work of the Library. Library sponsored programs and the programs of the Library's affiliated organizations, including The Friends of the Springfield Free Public Library, are given priority in the reservation and use of the meeting room and museum. The meeting room and museum are not available for individuals for private use, social gatherings, or commercial purposes. The deciding factors in identifying "commercial" meetings will be whether on-site sales will be attempted, or any form of solicitation for funds or the requirement of personal information from participants will be made on-site. However, The Friends of the Springfield Free Public Library may conduct fund-raising on behalf of the Library.

When the Library Meeting Room and Museum are not needed for library-related programs, the rooms may be available for official activities of Springfield Township boards, committees and commissions, Springfield public schools, and non-profit or other organizations.

### B. Reservations

Use of the meeting room and museum is by reservation. Reservations are made when an executed Application to Use Meeting Room form (attached) is approved and payment of the fee (if applicable) by cash or check is received along with the duly executed Assumption of Liability Statement (attached). Application forms will be available at the Circulation Desk, on the Library's web page or from the Library Administrative Secretary. Every applicant will designate an individual responsible for the supervision of the use of the requested room. The applicant and the designee must be 18 years of age or older.

Use of the meeting room and museum by non-Library affiliated groups does not include the use of Library staff in planning or conducting programs and activities.

### C. Scheduling

Room reservations may not be made more than six (6) months in advance of the desired meeting date. Room reservations will not be accepted for any date less than ten (10) business days before the desired meeting date. Groups are limited to two (2) reservations per month. A refund of the usage fee will be made if the Library Director is notified in writing of the cancellation at least two (2) business days before the meeting date. Barring hazardous weather conditions or a State-declared state of emergency, reservations cancelled less than two (2) business days before the scheduled meeting will be assessed a cancellation fee. The Library reserves the right to deny meeting space to organizations that fail to notify the Library of cancellations or frequently cancel meetings.

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Groups may not make or accumulate reservations for more than two (2) consecutive days without prior written permission of the Library Director. Library-related boards and committees, library-sponsored series, and the Friends of the Springfield Free Public Library may exceed these limits.

### D. Fees

1. Museum: Maximum capacity: 75 auditorium-style; up to 50 seated at tables  
Includes: basic setup of chairs, tables and podium, and projection screen  
Non-profit organizations: Usage fee- \$50.00 for 3 hour period  
All other organizations: Usage fee - \$200.00 for 3 hour period  
Cancellation fee: \$25.00 for non-profit organizations; \$100.00 for all other organizations
  
2. Meeting Room: Maximum capacity: 35 auditorium-style; up to 25 seated at tables  
Includes: basic setup of chairs, tables and podium, and projection screen  
Non-profit organizations: Usage fee- \$25.00 for 3 hour period  
All other organizations: Usage fee- \$150.00 for 3 hour period  
Cancellation fee: \$15.00 for non-profit organizations; \$75.00 for all other organizations

Room fees will be waived for Library-affiliated organizations and for official activities of Springfield Township boards, committees and commissions, and Springfield public schools.

### E. Fee Schedule

Applications will be reviewed and a decision made no later than five (5) business days after receipt of the application by the Library Director or her designee. Notification is by telephone at the number provided by the authorized representative.

After notification of the approved application, a check for all fees and the signed Assumption of Liability Statement must be received by the Library within ten (10) business days.

Checks must be made out to the Springfield Free Public Library, and mailed or delivered to the Library Administration Office between 10:00 a.m. and 5:00 p.m. Monday to

Friday.

Applicants who do not remit fees, if applicable, and/or the Assumption of Liability Statement within ten (10) business days of notification will forfeit their reservation.

### F. Facilities & Equipment

The Library Director must be consulted before approval is granted for outside equipment to be used. Any additional Library equipment as listed below will be charged an additional fee per each piece of equipment as follows:

1. Kitchenette \$25.00
2. Projector \$10.00
3. Coffeepot (30 cup capacity) \$10.00

Groups must provide their own coffee, milk, creamer, sweeteners and paper goods.

Groups may use their own equipment provided the Library networks and/or audiovisual systems are not compromised.

The use of the Library's piano in the Museum is permitted only during Sunday programming. The piano may not be moved inside the Museum. A group applying to

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use the Library's piano may have it tuned by the Library's piano tuner prior to the meeting date, at the group's expense and upon prior written approval and arrangement with the Library Director.

G. Refreshments

Only light refreshments may be served in either the Museum or Meeting Room. No alcoholic beverages may be served. No cooking is permitted. Each group is responsible for providing its own serving equipment and for cleaning up after use.

H. Library Opening and Closing

No group is permitted to enter the Library to set up before the Library's opening hours. All meetings must conclude at least one-half hour before the Library closes to allow time for cleaning. All participants must vacate the Library by closing time.

I. Smoking

Smoking, including tobacco and electronic cigarettes, in the Library is prohibited.

J. Condition of Room

The room must be left neat and orderly and in the condition in which it was found. If not, notice will be given to the group denying future use of any room. Time for setting up the meeting and cleaning up afterwards must be included in the meeting time requested.

K. Damage

Every applicant will designate an individual, aged 18 years or older, who will be responsible for the supervision of the use of the requested room. That individual will also be responsible for any damage to the room and contents as well as any or all equipment made available, and will also be responsible for any additional cleaning that may be required. No additional furniture or equipment other than that furnished by the Library is to be used without prior approval by the Library Director, excluding laptop computers and projectors. The room must be cleared of any such equipment, as well as any other items used (boxes, brochures, etc.) at the end of the meeting, unless permission to leave the materials has been granted in advance and in writing from the Library Director. A group that has not properly cleaned up after use will be assessed an additional fee to cover any cleaning and/or repair costs that the Library may incur.

L. Admissions Fee

No admission fee for the event taking place in a room, no matter how or where collected, may be charged by any group or individual using Library rooms. It is understood that legitimate dues and membership fees do not constitute admission fees. A group found to be violating this rule will be denied future use of the Library rooms. If the person responsible for the group does not agree to return admission fees at that time, the librarian shall be authorized to call the Springfield Township Police to assist in making sure that any fees paid by attendees have been returned and that the group vacates the Library premises without delay.

M. Behavior of Program Attendees

Persons attending the meetings are subject to all Library rules and regulations.

N. Endorsement

Permission to use a Library room does not in any way constitute Library endorsement of the group's goals, policies or activities.

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O. Publicity

All publicity, including news releases, advertisements, brochures, Facebook and other social media, radio and television announcements, relating to any program or meeting held in any Library room shall clearly state the name of the sponsoring organization or individual and shall not imply that the program or meeting is sponsored by the Library unless the Library has previously agreed in writing to co-sponsorship. Groups may not use the Library's name, address or telephone number as their official address or contact information.

Publicity for programs by outside groups and organizations is not the responsibility of the Library staff. Announcements of events sponsored by outside groups and organizations will not be posted to the Library's indoor and outdoor digital signs, and will not be included in any Library publicity, including news releases, advertisements, brochures, Facebook and other social media, and radio and television announcements.

P. Right to Appeal

Within 30 days of any decision relating to this policy, all applicants have the right to appeal the decisions of the Library Director to the Board of Trustees of the Springfield Free Public Library, in writing, at 66 Mountain Avenue, Springfield, NJ 07081.

This policy is issued by the Library's Board of Trustees and is subject to periodic review and/or revision at the sole discretion of the Board.

EFFECTIVE DATE: \_\_\_\_\_

APPROVED: \_\_\_\_\_

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ASSUMPTION OF LIABILITY STATEMENT

In consideration of the use of a Library Room and associated equipment, the undersigned organization agrees that:

- a. It will pay for all damage to any property of the Library and/or the Township of Springfield resulting directly or indirectly from the conduct of any member, officer, employee or agent of the organization, or any of its invitees; and
- b. It will hold harmless and indemnify the Library and the Township of Springfield and their boards, employees and agents from and against any and all liability which may be imposed upon them for any injury to persons or property caused by the organization or any person in connection with a meeting.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant's Printed Name and Title \_\_\_\_\_

\_\_\_\_\_

Organization \_\_\_\_\_

Room to be used \_\_\_\_\_ Date and Time \_\_\_\_\_

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APPLICATION TO USE PUBLIC MEETING SPACE

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

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

Non-profit \_\_\_\_ For-Profit \_\_\_\_

Authorized Representative: \_\_\_\_\_  
Print name and telephone number

Person Responsible at Time of Event: \_\_\_\_\_

Organization Address: \_\_\_\_\_  
\_\_\_\_\_

Organization Daytime Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Type of Function: \_\_\_\_\_

Room Requested:

Museum \_\_\_\_\_

Meeting Room \_\_\_\_\_

Equipment Requested:

Kitchenette \_\_\_\_\_

Coffeepot \_\_\_\_\_

Projector \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Alternate Date Requested: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

**I understand that no charges of any kind including for program material can be made for anyone attending a program at the library.** \_\_\_\_\_

**STAFF USE ONLY**

Received on: \_\_\_\_\_ By: (Staff Initials) \_\_\_\_\_

Approved by: \_\_\_\_\_

Approved Room: Museum \_\_\_\_\_

Meeting Room \_\_\_\_\_

Approved Equipment:

Notification on: \_\_\_\_\_ By: (Staff Initials) \_\_\_\_\_ Notification Phone: \_\_\_\_\_

Fee Total: \_\_\_\_\_ Fee Received on: \_\_\_\_\_ By: (Staff Initials) \_\_\_\_\_

Liability Statement Received on: \_\_\_\_\_ By: (Staff Initials) \_\_\_\_\_