

Rahway Public Library Policy Governing use of the Meeting Room

The meeting room of the Rahway Public Library is generally available to not-for-profit community groups holding free meetings of a cultural, educational or civic nature approved by library management. Library programs and events have first priority in the use of the meeting room. Rahway organizations, agencies and residents are also given preference. Use of the room by other than municipal or non-profit groups is decided on a case by case basis considering the value of the event to the Rahway community.

In order to make the room available to a wide number of organizations, as well as for library programs, booking will be limited at the discretion of library management. The library reserves the right to not accept applications for dates more than three months in advance. An application must be received at least one week before the scheduled meeting or the request will not be approved. Please call as soon as you know if your meeting is cancelled. No-shows will not be permitted to reschedule use of the room.

Beginning January 1, 2013, the Rahway Public Library will implement a fee for use of the library meeting room by other than a City of Rahway agency. The fee for a group of 1-25 persons is \$25.00, for a group of 25-125 persons is \$50.00. Additional fees for equipment or catering may still apply. If the fee for an event is not received the day before the scheduled event, the reservation for the use of the meeting room will be cancelled without appeal. A fee will be refunded if the event is cancelled 24 hours before it is scheduled to begin.

Final approval for use of library meeting room rests with the Rahway Public Library Board of Trustees. **Fax completed applications to (732)340-0393 or complete the online application on the library website.**

Rules for use of meeting room

1. No smoking is permitted within the building. No illegal activity is permitted.
2. Verification of not-for-profit status is required.
3. Any meeting may be subject to supervision by a library staff member.
4. No admission fee may be charged during the library's public hours.
5. Light refreshments may be served with prior approval. A refundable custodial fee of \$25.00 applies when bringing food into the library. Groups must provide their own supplies and remove completely when done. Catering equipment and leftover food must be removed at the time the room is vacated. The library is not responsible for returning or storing catering supplies. Kitchen facilities are not available.
6. No alcoholic beverages may be served during public service hours, after hours permission is required from library management.
7. The library is not obligated to lend library equipment. In some cases the library may accommodate requests to use equipment for a non-refundable equipment fee of \$25.00. The meeting room is equipped with a retractable screen which can be lowered with advance notice at no charge. Groups must provide their own supplies (easel, paper, pens, etc.) Office supplies will not be provided. Supplies cannot be stored on premise.
8. When the room is used for programs involving minors, the application must be made by an adult who will be present for the program and responsible for the use of the room. A ratio of one adult for each ten people under the age of thirteen is required.
9. No materials may be hung without permission.
10. All meetings must end fifteen minutes before the library closes, and all people must be out of the building before library closing time unless permission is granted to overstay.
11. Any publicity referring to the meeting should note that the organization is sponsoring the meeting, not the library. The library takes no responsibility for the content of programs by outside organizations.
12. Organizations with their own insurance should give the library a letter noting the library as an 'additional insured' while the group is on the premises. Some uses may require insurance.
13. In preparing a schedule for use of the meeting room, library programs will have priority.
14. **Any infraction of the rules for use of the meeting room may result in the privilege being denied, or in the library initiating measures to recover damages.**

Adopted by the Rahway Public Library Board of Trustees: February 15, 1994.

Amended: November 2004, December 2005, October 2008, December 2008, February 2010, September 2012

Application for use of the Rahway Public Library Meeting Room
(Please complete and fax or deliver to library a minimum of seven days before requested date)

Date of application _____

Name of organization _____
(Please provide web site or information about your group)

Contact person name _____

Address and email _____

FAX _____

Phone # for contact person _____

Date room requested for _____
(up to three months in advance only)

Estimated attendance _____

Time of use (include end time) _____

Person to be in charge during use _____

Purpose of use _____

Will you be serving refreshments _____
(Custodial fee applies if Yes)
(Note: All catering equipment and leftover food must be completely removed when vacating premises)

Will you be bringing audiovisual equipment _____
(Equipment fee applies only if you are provided with library equipment.)

Table and Chair arrangement _____
(Complete 'Layout of Tables and Chairs')

Non-profits and community group events must be free and open to the public _____

Disclaimer Statement:

This organization agrees that it will pay for all damages to any property of the City of Rahway resulting directly or indirectly from the conduct of any member of the organization or anyone in attendance at the meeting. It is understood that the City of Rahway and the Rahway Public Library assume no responsibility whatever for any property placed in the library by your organization in connection with this meeting; and that the City of Rahway and the Rahway Public Library are hereby expressly released and discharged from any and all liability for any loss, injury, or damage to persons or property which may be sustained by reason of this meeting. I have read this statement and the library's policy governing use of the meeting rooms, and on behalf of my organization agree to abide by the above statements and the policy.

Representative of applicant _____

Rahway Public Library Approval _____
Fee Received? (Y) (N)

Rahway Public Library Auditorium Room

- Submit one week prior to meeting
- How many tables: _____ (Note : 18 Table Maximum)
- How many chairs: _____ (Note : 100 Chair Maximum)
- Is the movie screen required: Yes No
- Will food and beverages be served: Yes No

Date: _____
Time: _____
Requested by: _____
Contact number: _____

Please Draw Layout of Tables and Chairs

