Morristown & Morris Township Library
Meeting Room Regulations

1. All applications for use of the Library's Meeting room, must be presented to the Assistant Director of the Library, on forms provided by the Library at least **THREE WEEKS IN ADVANCE** of the proposed use. All applications must be accompanied by required fees and insurance certificates, when required. The current schedule of charges for use of facilities, custodial services, and equipment use charges are shown on the application form.

2**. Reservations for the Meeting Room for the following calendar year will be accepted only after December 1 of the preceding year and only two meetings at a time may be scheduled.**

3. An organization may reserve the facilities for a maximum of ten (10) meetings per year. The individual signing for the organization must have a valid full service card in good standing at the Morristown & Morris Township Library or valid NJ driver's license and will be held financially responsible for any and all damages to the room, furnishings and equipment. It will be that individual's responsibility to seek reimbursement from the organization.

4. Damage to Library property beyond ordinary wear and tear will be charged to the individual/ sponsor. In addition to any rental fee, if any, a deposit of at $50.00 against damages is required. In the event the Library determines no damage is incurred, the deposit will be returned in full.

5. Library functions and library related activities shall have priority over any and all non-library uses. If, during the course of an organization's gathering, the meeting becomes disorderly or disruptive to other Library patrons, the Library reserves the right to halt the meeting, and require that all members and participants leave the Library premises immediately. Additionally, if the organization applying for the use of the meeting room has previously engaged in disorderly conduct in the Library or similar forums in the area, the Library reserves the right to require the insurance certificate based upon the factors set forth in paragraph 16 below.

6. Programs may not disrupt the use of the Library by others. Persons attending meetings are subject to all Library rules and regulations and may be asked to leave if they do not abide by them. Library staff are not responsible for watching children while parent(s) are attending a meeting. The sponsor is responsible for maintaining proper order on the part of all participants and adhering to all applicable state, federal, and municipal regulations.

7. The number of participants at any meeting, lecture, film showing, conference, etc., **shall not exceed 60.**

8. The reservation is confirmed when the sponsor has received the application signed by the library Director or the Assistant Director in the Director's absence thus establishing a contract.

9. All members of the organization and other participants must vacate the facilities fifteen minutes before the library closes, unless special permission is given.

10. An employee of the Library, who may be custodial staff, must be on duty at all times when the library's meeting room is being used. Custodial staff are present as a representative of the Library for purposes of security, inspection, and observation.

11. Advertisements of an event may not be posted on the premises without prior written approval of the Assistant Director. Permission to sell or display anything on Library property must be requested, in writing, from the Assistant Director.

All advertisements must be Approved by the Library Director.

12. **SMOKING AND THE USE OF TOBACCO PRODUCTS IS PROHIBITED IN ALL PARTS OF THE BUILDING AND GROUNDS. THE USE OR PRESENCE OF INTOXICATING DRINKS OR DRUGS IS PROHIBITED IN ALL PARTS OF THE BUILDING OR ON THE GROUNDS.** It is the responsibility of the sponsor to see that this regulation is strictly enforced.

13. All printed programs shall carry the following announcement in a conspicuous place:

SMOKING AND THE USE OF TOBACCO PRODUCTS IS PROHIBITED IN ALL PARTS OF THE BUILDING AND GROUNDS**.** - BY ORDER OF THE JOINT FREE PUBLIC LIBRARY OF MORRISTOWN AND MORRIS TOWNSHIP.

At the beginning of each activity the sponsor must announce that smoking is not permitted.

14. When Library equipment is used, the sponsor must provide an experienced operator. The sponsor is responsible for the proper care and use of all Library property.
The sponsor's representative shall be the first person admitted and the last person to leave, and shall be in attendance at all times during the occupancy of the building. It is the responsibility of the sponsor to see that the premises are vacated, as specified on the permit, and in the condition found.

15. There must be no gluing, taping or nailing to floors, walls, or fixtures; no paint dropped in any part of the building, and the building equipment must not be marked or defaced in any manner. No alterations are permitted to building or electrical systems. Before scheduling a performance, the sponsor must determine that the production systems can be staged with existing equipment, without special switchboards or wiring.

16. The sponsor is responsible for supplying police and fire department services in accordance with local municipal regulations. The sponsor agrees to indemnify and save the Joint Free Public Library of Morristown & Morris Township, its trustees, officers, employees and agents harmless from any and all losses and expenses resulting from the organization's use of the Meeting Room by its members. The Library may require a valid insurance certificate in certain circumstances. In making this determination the Library will consider the following items: (1) whether the group engages in a protected expressive activity; (2) whether there is a prior history of injury to persons or property when the group engages in the expressive activity; (3) whether there is a prior history of injury to persons or property when similar groups engage in the expressive activity; (4) the historical scope of the risk and whether it exceeds the minimal or the inconsequential; (5) whether the risk can be lessened or eliminated by adjusting time, date, place or manner of expression; and (6) whether the applicant is willing to make such adjustments.

17. Neither the name nor the address of the library may be used as the official address of the applicant.

18. The Library reserves the right to deny any application for failing to meet the criteria contained herein.

19. The Library may cancel or amend the length of any reservation according to it's discretion for reasons, including but not limited to, unsafe conditions or failure of necessary equipment; substitution of Library or Municipal activity for other; improper use of this facility or a similar facility in the area on a prior occasion.

20. No grant of permission to use Library property shall carry with it any right to exclude Library staff or member of the Board of Trustees or Board Representative from the property. Any member of the Board or any Board Representative shall have full and free access at all times to any part of the building and grounds.

21. Any request for use of the facilities which does not meet the criteria contained herein shall be rejected.

22. Supplies may not be stored at the library for groups using the meeting room on a regular basis.

23. Permission to use the meeting room does not, in any way, constitute endorsement of any particular organization's policies or beliefs. Opinions expressed are not necessarily representative of the Library or its officers.

24. Before each meeting, a representative from the organization using the meeting room will announce to the group assembled the proper way to exit the building during a fire drill or emergency situation. The emergency exit from the meeting room is at the front of the meeting room using the marked fire exit stairwell that leads to the parking lot.

25. The Board of Trustees of the Library reserves the right to amend these rules and regulations at any time and to limit the number and frequency of meetings.