

PASSAIC PUBLIC LIBRARY

195 GREGORY AVENUE
PASSAIC, NEW JERSEY 07055-4805

PHONE: (973) 779-0474 FAX: (973) 779-0889

www.passaicpubliclibrary.org

MEETING ROOM POLICY

1. The Library's meeting room may be engaged for educational, civic and cultural purposes, but not for sectarian, religious or partisan political meetings. The meeting room is designed to meet general interests, such as discussion groups, panels, lectures, concerts, readings and similar activities.
2. Applicants must be adults and must be a member of the group making application. A responsible adult must be present at all times.
3. Approval for regular use of the meeting room will be granted for a maximum time of six-month intervals in order for the Library to determine whether frequent usage is preventing use of the space by other groups.
4. Facilities are generally not available for public use when the Library is closed to the public.
5. All meetings must end no later than one half-hour before closing, unless a waiver has been given by the Library Director and special arrangements have been made. The meeting room must be vacated within 15 minutes after the meeting ending time recorded on the *Meeting Room Application form*, in order for the room to be cleaned and reset, or for the Library to close. Failure for attendees to clear the room after designated ending times may result in an assessment for custodial overtime and may jeopardize future room-use approval.
6. Meetings shall be FREE to those attending, and no admission charged under any guise. Groups may sell books related to author talks and book signings.
7. Set-up of meeting room must be arranged in advance. Please note if tables & chairs, podium, projector & screen will be used/needed during meeting.
8. Use of Staff Break Room and Staff bathrooms is prohibited. Public bathrooms are located directly outside the meeting room doors. Any attendees using Staff Room, Staff bathroom or roaming into Staff work areas will have their meeting room privileges revoked.
9. Smoking is strictly prohibited in all areas inside and outside of the Library. Attendees caught smoking on Library property will have their meeting room privileges revoked.
10. Maximum number of attendance for meeting room is 60 people.
11. NO FOOD OR DRINKS ARE ALLOWED TO BE SERVED OR CONSUMED. Exception: Bottled water may be consumed. Any beverage or food spills, stains, etc. which requires special cleaning will result in the applicant being asked to reimburse the Library for cleaning expenses.
12. Applicants are responsible for any damage to Library property. Applicants will be asked to reimburse the Library for any damage expenses.
13. Barring inclement weather or other natural disasters, cancellation by the sponsoring agency must be made no later than 24 hours prior to the scheduled event. Failure to cancel may jeopardize future use of the space. Should the Library close due to inclement weather or facility emergency, every effort will be made to notify the party making the application. The Library shall bear no responsibility for costs incurred by the booking organization.
14. Misrepresentation by the applicant concerning the sponsors, content or intended purpose and/or audience of any event scheduled for the meeting room will be cause for barring future use of the space by the applicant and group.

Please Note: Your request is NOT approved until the Library confirms receipt of application and confirms that arrangements are approved.

PASSAIC PUBLIC LIBRARY

195 GREGORY AVENUE
PASSAIC, NEW JERSEY 07055-4805

PHONE: (973) 779-0474 FAX: (973) 779-0889

www.passaicpubliclibrary.org

MEETING ROOM APPLICATION

Please fill-out application below and return to the Library for approval.

Applications can be faxed to phone number listed above or emailed to: fornal@passaicpubliclibrary.org. Thank you.

Name or Organization: _____ Today's Date: _____

Contact Name: _____

Address: _____

Phone: _____ Fax: _____ E-mail: _____

PROGRAM INFORMATION:

Program: _____ Date of Program: _____

Program Start Time: _____ Program End Time: _____

Number Attending: _____ Number of Chairs: _____ Number of Tables: _____

WE DO NOT ALLOW FOOD OR BEVERAGES IN OUR MEETING ROOM.

(EXCEPTION: Bottled water may be consumed.)

Other special arrangements, such as tables & chairs set-up, use of projector & screen: _____

I herby indicate that I have read, understand and shall abide by the regulations of the Passaic Public Library governing the use of the Meeting Room.

Organization: _____

Signature of Applicant (Authorized Officer given above): _____

For Library Use Only – Do Not Write in Space Below. Date Application Received:

Please Note: Your request is NOT approved until the Library confirms receipt of application and confirms that arrangements are approved.