

4.1 Reservation of Meeting Room

The Library Board of Trustees of the Margaret E. Heggan Free Public Library welcomes non-profit organizations, community organizations, and government agencies engaged in educational, cultural, intellectual, or charitable activities to utilize the Library Meeting Rooms, as available. The library meeting rooms may not be used for commercial activities, by for-profit groups, or for personal functions. Use of the Library Meeting Rooms does not constitute Library endorsement of any policies or beliefs of any individual, group, or organization which uses rooms in the Library. Those who do not comply with the Library's policies will be asked to leave the premises and may be restricted from using the room in the future.

Conducting Private/Commercial Business on Public Library Premises

The Margaret E. Heggan Free Public Library and its public areas are maintained to serve residents who visit to read and borrow library materials, attend Library cultural and educational programs, conduct research with support from Library staff, and utilize library resources and technologies. Students of all ages are encouraged to study quietly. It is critical to the Library's mission that community residents are able to enjoy undisturbed use of Library public areas. Public areas are not available for private business transactions or meetings. The Library cannot be used as a temporary or permanent office for anyone not formally authorized as a current Library employee or volunteer. The Library and library grounds cannot be used for the solicitation or sale of goods or services.

Guidelines for Meeting Room Use

1. The Library's peaceful environment and cultural and educational activities remain of primary importance.
2. The Library permits use of selected Library Rooms and Areas, provided that the Rooms/Areas are not needed for Library programs, and that access to the Library facility and its services will be undisturbed.
3. The Library does not discriminate on the basis of age, race, color, national origin, marital status, parental status, sexual orientation, gender identity, political ideology, creed, ancestry or the presence of any sensory, mental or physical disability, in choosing to make its premises available.
4. Each sponsoring organization is responsible for providing needed ADA accommodations, e.g. special assistive technologies, which are not readily available as a service of the Library.

5. To lessen outside noise, groups shall keep doors closed while their programs are in progress. Doors to the meeting room must remain unlocked at all times. The emergency exit door may not be used by meeting room attendees unless there is an actual emergency. The emergency exit door may not be propped open.
6. The library uses an automatic thermostat system and the temperature in the room cannot be changed by staff for groups using the meeting room.
7. Those using the room are permitted to use the lectern and the easels. The Library provides wireless access but is not responsible for technical difficulties or interruptions in network service. Those using the meeting room are not permitted to use the screen, projector, or the Ethernet port.
8. Use of Library Meeting Rooms is controlled under the authority of the Library Board of Trustees. The Board reserves the right to permit or deny any usage and may limit an Event's frequency, duration or attendance, in the interest of the Library.
9. The Library reserves the right to cancel or relocate any scheduled meeting, if circumstances warrant.
10. The Library may limit or deny usage for groups larger than 75 people due to the space limitations of the meeting rooms.
11. The Library follows Township of Washington Policy in denying the right of any group to hold demonstrations, rallies or do any political fundraising on Washington Township public property or in Washington Township public buildings.
12. The Library does not permit outside groups to stage any "high-profile" media events, e.g. those which may attract news vans & cameras to the Library building and/or parking lot; such events disturb Library access and environment.
13. The Library may terminate any usage if conduct of any member or guest is disruptive or potentially harmful to any Library visitors or staff, or to the Library facility or to Library property.
14. Storage of goods cannot be accommodated and no items may be attached to the walls, doors, ceilings, or floors in or outside of the meeting room. Groups must provide their own office supplies. Any supplies in cupboards are Library property and may not be used.
15. The Library will not accept telephone calls for members of groups who are using the meeting room.

Any infraction of these guidelines may result in the loss of Library Room use privileges. Written appeals regarding usage issues will be reviewed by the Library Board of Trustees; their decision will be final.

Liability

1. The Margaret E. Heggan Free Public Library, Township of Washington, their agents and employees shall not be held responsible for any personal injury or personal property loss or damage, which may result during or due to Library use by a non-Library group.
2. The Library reserves the right to review details of each proposed Event, including but not limited to such aspects as Event safety, security and management, and may amend or deny any proposed use.

Publicity for Private Events at the Library

1. Proposed print advertisements or invitations, or related online publicity, must be submitted in advance to the Library for approval.
2. Publicity for events may not imply Library sponsorship.
3. Any publicity (print, online, other) which lists the Margaret E. Heggan Free Public Library name and/or address, must also include the following **easily visible disclaimer: This Event Is Not Sponsored by the Margaret E. Heggan Free Public Library.**
4. Publicity must include the organization's own contact information, and may not include Library telephone numbers.

Conduct & Supervision

1. Please read the Safety Announcement (Page 5) at your event.
2. Conduct of meetings and events must be well governed, and participants are expected to respect library staff members and follow their directions at all times. Failure to do so may result in the library staff asking the group to leave the meeting room immediately.
3. All groups are expected to leave the room as clean and as they found it. Chairs and tables are provided by the library. Set-up and break-down of tables, chairs, and equipment is the responsibility of the group/organization. Only library staff are permitted to open or close the room dividers. Library staff will not provide assistance in setting up the meeting room. The library meeting room can accommodate a maximum of 75 chairs only or 48 chairs with tables when the full space is reserved. When reserving the left side of the meeting room (side with closet and emergency exit door), the space can accommodate 50 chairs only or 32 chairs with tables. When reserving the right side of the meeting room (at end of entrance hallway), the space can accommodate 25 chairs only or 16 with tables and chairs.
4. Excessive noise, use of hazardous or illegal materials, and smoking/tobacco products are prohibited at all times.
5. All participants must follow the *Library Rules of Conduct* at all times. However, food and beverages are permitted, but must be supplied, set up, and cleaned up by the organization. No sternos, open flames, or cooking is permitted on the premises. Please report any spills immediately. Alcoholic beverages are not permitted, unless by special advance exception by both the Library Board and Township Mayor and Council. Groups/individuals are responsible for any damages to the Library facility, and agree to pay costs for any extra cleaning or repairs necessary after their Event, through a maintenance fee.
6. On duty library staff members are permitted to be present at any and all meetings, or to enter the meeting room as needed, even while meetings are in session. Library staff members shall be permitted to interrupt meetings, as needed, to make any type of announcement pertaining to the policies and procedures of the library.
7. Those using the meeting rooms may not congregate in the hallway or in the library lobby for an extended period of time due to fire hazard issues and to ensure traffic flow.
8. The meeting room must be vacated one-half hour prior to the time the library closes. Failure to do so may be immediate grounds for not allowing future use of the room.

Failure to abide by these rules may result in cancellation and/or denial of future reservations.

Children's/Young Adult Events

1. Youth Events (with attendees under 18 years old) must have an adult sponsor complete and sign the application.
2. During Youth Events, at least one (1) adult supervisor for every 15 children must be present in the room at all times.

Guest Capacity/ Maximum Seating per event/ individual meeting:

Full Meeting Room:	Maximum Capacity = 75 people/maximum seating = 75 people
Left Half Meeting Room:	Maximum Capacity = 50 people/maximum seating = 50 people
Right Half Meeting Room:	Maximum Capacity = 25 people/maximum seating = 25 people

Hours

Meetings and events may be scheduled between these hours and must be inclusive of set-up and clean-up times:

Monday-Thursday	10 AM – 8:30 PM
Friday	10 AM – 4:30 PM
Saturday	10 AM – 4:30 PM
Sunday	1 PM – 4:30 PM

Reservations

1. Library rooms may be scheduled up to 60 days in advance. Reservations are limited to once every 30 days by any one organization. However, groups with sub-groups needing to meet before or after a general meeting are permitted to meet twice in one day. If there will be two separate meetings held by a group and a sub-group in one day, two forms, one for each group, must be accurately completed and approved before the room is used.
2. Reservations will be considered upon receipt of the completed application, then approved based on Library criteria and schedule and confirmed, according to date and time submitted (first-come, first-serve basis).
3. The Library requests notification of cancellations at least 5 days before the scheduled reservation.
4. Non-Profit Organizations must provide proof of current non-profit status. Documentation of non-profit status must be resubmitted every three years.
5. Completed meeting room applications must accurately reflect the purpose of the meeting and the estimated number of attendance.

SAFETY ANNOUNCEMENT—REQUIRED BY LAW

Please read this message to the occupants of each event held in the Margaret E. Heggan Free Public Library Meeting Room prior to your program start.

Ladies and Gentlemen:

In the interest of safety I would ask you to note the position of and access to exits from this room.

Meeting Room: Point out the two (2) exits

In the event of an emergency please walk quickly to the nearest exit and make your way outside. Follow the red Fire Exit signs and the instructions of staff members.

Do not delay and do not re-enter the Library unless you are advised that it is safe to do so. Now please enjoy yourself in comfort and in safety. *Thankyou!*

LIBRARY SPACE USAGE CHECKLIST

Please read all Guidelines for Use of Library Space

- Complete the **APPLICATION FOR USAGE OF LIBRARY SPACE**.
- Complete the **HOLD HARMLESS AGREEMENT** Form.
- Deliver, mail, or email completed Usage Application and Hold Harmless Agreement, and Certificate of Insurance (if available) to:

Margaret E. Heggan Free Public Library
606 Delsea Drive
Sewell, NJ 08080

OR

meetingroom@hegganlibrary.org

HOLD HARMLESS AGREEMENT

Between the Margaret E. Heggan Free Public Library and _____

(Name of Organization using facility)

Address: _____

Telephone Number: _____

Type of Organization:

- Washington Township Government
- Washington Township Public School
- Non-Profit Organization

In consideration of the use of the Library Meeting Room on the following date, _____, for the purpose of _____, the undersigned agrees to indemnify, hold harmless and provide a defense to the Margaret E. Heggan Free Public Library and the Township of Washington and their officers, agents and employees from any and all liability, claims, costs, and/or attorney’s fees arising out of the use of the property referred to above.

We understand that this Hold Harmless Agreement also requires that the Margaret E. Heggan Free Public Library and the Township of Washington be indemnified from and defended against any losses or damages resulting from the acts or omissions from any guest, participant, visitor or other person attending the event referred to herein. In order to induce the Margaret E. Heggan Free Public Library and the Township of Washington to accept this Hold Harmless Agreement, the following information concerning the intended use of the premises is furnished on the Application for Use of Library Space.

We understand that if we have a Certificate of Insurance available, we should provide a copy to the library before the event. The person signing the Agreement on behalf of the named organization has the authority to do so as set forth on the attached special meeting of the organization so designating. This Agreement shall remain in full force and effect for any continued, additional or postponed date for the event indicated.

The Margaret E. Heggan Free Public Library reserves the right to cancel or interrupt the event if the representations set forth in the original Application are not satisfied, found to be inaccurate, or are not adhered to, or if the Margaret E. Heggan Free Public Library or the Township of Washington determines that the event may lead to a circumstance or situation that would result in personal injury, property damage or violation of law.

Signed the _____ day of _____, 20 ____ as the binding act in deed of

(Name of organization using facility)

Authorized Signature: _____

Print Authorized Name and Title: _____

FOR STAFF USE ONLY
Date Received: _____
By: _____

Margaret E. Heggan Free Public Library

Application for Usage of Library Space

Before completing this form, please read attached Library Usage Guidelines and complete all requested information. Due to scheduling constraints and Library operations, it is important that you reserve enough time for **all** aspects of your event.

Please indicate Room Size: Full Meeting Room Left Half Room Right Half Room

Program Date: _____ Day of Week: _____

Event Actual Start Time: _____ am/pm Actual End Time: _____ am/pm

Arrival Time for Set-up: _____ Departure Time After Take-Down: _____

Purpose/Type of Program:

Organization:

Address:

City: _____ State: _____ Zip: _____

Contact:

Phone: Day – _____ Night – _____

E-mail:

Estimated Number of Attendees: _____

For Children’s Programs (Under 18): Age Range: _____ Number of Supervising Adults: _____

Refreshments: Yes No

Please Describe: _____

If requested use is granted, we hereby agree to comply strictly with the Library’s Usage Guidelines. We acknowledge receipt and understanding of the guidelines put forth in the Policy for Usage of Meeting Rooms.

Signature of Applicant: _____ Date: _____

Authorization to use the Library’s Meeting Room Facilities does not imply Library endorsement, approval or sponsorship to any individual, group or activity.

Completed forms and/or questions regarding the meeting room can be emailed to: meetingroom@hegganlibrary.org