

LIBRARY OF THE CHATHAMS

MEETING ROOM POLICY

Revised May 25, 2023

The Trustees of the Library of The Chathams wish to encourage the widest possible community use of the Library's public meeting rooms. Priority will be given to library-planned events and activities, other municipal functions, and then to use by community service and non-profit organizations based in Chatham Borough or Chatham Township ("Authorized Users").

RULES AND REGULATIONS

1. Library meeting rooms may be used for educational, cultural, intellectual, or charitable purposes ("Activities"). Library meeting rooms may not be used for any of the following: commercial activities, political fund raising by or for a candidate for elected office, the presentation or promotion of obscene or sexually explicit content, any illegal activity, any other purposes deemed inappropriate or unacceptable by the Library. The library meeting rooms may be used for candidates' forums and similar events during the 90 days preceding a general election, but only if representatives of both major political parties sign the application form.
2. Applications for meeting room use must be made on forms provided by the Library. Submission of applications at least two (2) weeks before each proposed use is requested. The Library will not discriminate on the basis of race, religion, gender, ethnicity, sexual orientation, or any other protected group status or demographic characteristic, or based on political belief or preference, in determining whether to approve an application for meeting room use.
3. Reservations are considered in order of receipt of the application forms. Recurring reservations may be accepted for periods of up to one year.
4. Neither the name nor the address of the Library may be used as the address or headquarters of an organization, other than the Friends of the Library of The Chathams. The fact that an Authorized User is permitted to meet at the Library does not constitute an endorsement of that Authorized User's policies or beliefs.
5. Authorized Users may not charge or solicit any admission fees, dues, or donations for or during any Activity, although non-profit organizations may collect annual membership dues. No sales of products or services may be conducted or contracted during Activities, and sales literature may not be distributed. However, the Library Director may grant exceptions and permit charges for adult education courses or for other cultural or educational programs sponsored by nonprofit organizations. Activities of The Friends of the Library of The Chathams, including fundraising for the benefit of the Library, will be permitted.
6. All Activities must be open to the public, with no exceptions. The use of pre-registration by the Library or attendance sheets at the Activity is not permitted. Advertisements may not request direct registration with the Authorized User and may not imply that the Library of The Chathams is sponsoring the Activity.
7. Authorized Users may not discriminate with regard to any Activity in a Library meeting room on the basis of race, religion, gender, nationality, ethnicity, sexual orientation, or any other protected group status or demographic characteristic, or based on political belief or preference.
8. Light refreshments may be served only with prior approval by the Library. Smoking is prohibited in every part of the Library's building and everywhere on Library property as a matter of State and municipal law. The burning of candles or lighting of any open flame is prohibited everywhere on Library property.

9. The number of persons in attendance: Lundt Meeting Room use shall not exceed 150, Benigno Room use shall not exceed 35, Quiet Study Room use shall not exceed 12, Gallery use shall not exceed 15, and Woman's Club Room shall not exceed 100. Available space may require restriction to a lesser number.
10. Activities may not disrupt the use of the Library by others. Persons attending Activities are subject to all Library rules and regulations and may be asked to leave if they do not abide by them.
11. The Library assumes no responsibility for loss or damage to any property placed in the Library in connection with meeting room use.
12. All Authorized Users shall agree to hold harmless, defend and indemnify the Library of The Chathams, the Library Board of Trustees, Chatham Borough and Chatham Township, and all of their respective employees, appointed and elected officials, contractors, agents, volunteers and representatives, from and against any and all claims, loss, liability, damage and expense for property damage or personal injury, including death, or on any other basis, which might arise from the Authorized User's use of the Library's meeting rooms, including attorneys' fees and costs. The Library may require an Authorized User to provide proof of insurance to cover any indemnification obligations and/or damage.
13. There will be no rental charge for meeting room use by Authorized Users, however, all Authorized Users are encouraged, but not required, to make a donation to the Library.
14. The Library may require an Authorized User to reimburse the Library for its actual costs incurred for excess cleaning expenses or damages to Library property caused by the Authorized User or during an Activity, to the extent those costs exceed the value of any voluntary donation. Chatham Borough and Chatham Township and affiliated entities, including the School District of the Chathams, will not be expected to reimburse the Library for such expenses.
15. The Library may require an Authorized User to retain the services of a security guard at the Authorized User's own expense, for large Activities.

Library of the Chathams
MEETING ROOM RESERVATION FORM
Revised March 27, 2023

Application Date _____

Name of Organization _____ Non-Profit For-Profit

Name of Contact Person* _____ Position in Organization _____

Address _____

Phone _____ (Day) _____ (Eve)

Email _____ * Must be aged 18 or older.

Program Information:

Date (if one date): _____ Hours: _____

Dates (if multiple dates): _____ Hours: _____

Type of Activity: _____

Expected Attendance: Adults _____ Children _____ Will light refreshments be served? _____

Requested: Benigno Meeting Room (max. 50 people) Large Meeting Room (max. 150 people)

Woman's Club Room (max. 100 people) Quiet Study Room (max. 12 people)

Gallery (not enclosed) (max. 15 people)

Speaker/Presenter (if applicable): _____

Topic: _____

Room Set-Up Desired:

Other Arrangements Desired:

We have read and agree to abide by Library of The Chathams' Meeting Room Policy including all Rules and Regulations governing the use of the Library meeting room, as well as all other policies and procedures of the Library. We also agree to defend and hold harmless and indemnify the Library of The Chathams, the Library Board of Trustees, Chatham Borough and Chatham Township, and all of their respective employees, appointed and elected officials, contractors, agents, volunteers and representatives, from and against any and all claims, loss, liability, damage and expense for property damage or personal injury, including death, or on any other basis, which might arise from the Authorized User's use of the Library's meeting rooms, including attorneys' fees and costs. We understand that the Library may require us to provide proof of insurance to cover any indemnification obligations and/or damage, and agree to provide such proof if requested. We further agree to assume responsibility for any damages, which may result from our use of the meeting room, agree to remove from the meeting room and all other areas of the Library all materials, furnishings, equipment, rubbish, etc., other than Library property, used or generated during our use of the meeting room, and that we may be responsible to reimburse the Library for any damage and/or excess cleaning costs.

The undersigned is authorized to execute this agreement on behalf of this/these organization(s).

Signature(s) of Applicant(s) _____ **Date** _____

Printed Name(s) / Title(s) _____

Please return completed form to the Circulation Desk at the library or email to meetings@chathamlibrary.org

Approved: _____ **Date:** _____