

MEETING AREA
(rev. 4-19-04)

1. The Florham Park Library allows the use of the meeting rooms by groups promoting educational, cultural, intellectual, or charitable purposes. A substantial portion of the group's membership must reside in the Florham Park community.
2. The Akhoury Room is available for groups of 10-65 (* *pending fire official determination*) people. The New Jersey Room may be reserved for meetings of fewer than 10 people.
3. The Akhoury Room is available from 8 am until 11 pm daily. Refreshments may be served in this room.
4. The New Jersey Room is available only during regular Library hours. The room may be used for no more than 2 hours per session. No refreshments are permitted.
5. The meeting rooms are not available for use by individuals for private functions, for religious services, or for commercial events – excepting fund raising events by the Friends of the Free Public Library of the Borough of Florham Park.
6. Any group seeking to use a meeting room must provide a sponsor who resides in Florham Park and signs the *Application for Use* agreement.
7. Each request for use must be submitted on the *Application for Use* form available at the Library's front desk.
8. The Library Director shall approve or reject the application and contact the group sponsor in a timely manner to relay the decision. Rejected applicants may appeal the decision with the Library Board of Trustees.
9. In allocating the use of the meeting rooms, the Board of Trustees and library staff shall not discriminate on the basis of the political, social, or religious beliefs of applicant groups. The Library will make decisions without regard to race, sex, age, or national origin. However, the provision of meeting room space is not the primary mission of the Library, and must always be subordinate to the need to provide a safe and respectful environment in which to read and study. No use of the meeting rooms will be allowed during Library operating hours that is likely to disturb library patrons in their customary use of library facilities or impede library staff in the performance of their duties.
10. The contents of the application form, the history of the group's meeting room use in the library, the history of the group's use of meeting facilities elsewhere, and other information may be used when considering an application.
11. In allowing a group to use a meeting room, the Library Board of Trustees and the library staff do not imply any endorsement of the group's beliefs, policies, or program. No group shall in any of its publicity state or suggest that the Florham Park Library, the Library Board of Trustees, the Borough of Florham Park, or the Library staff sponsors or endorses the meeting, the group, or its ideas.
12. All meetings shall be free of charge to the public. Small fees for refreshments or program materials may be charged.

13. A Library staff member may be present at any time during any meeting.
14. The visiting group is to provide all publicity. Posting of the publicity material must be approved by the Library Director.
15. A group may make reservations up to one year in advance for up to twelve (12) meetings annually. Requests for more than 12 meetings annually must be approved by the Library Board of Trustees.
16. Minors may not reserve the meeting room or act as sponsors.
17. Meeting room use is scheduled on a first-come, first-served basis.
18. The use of meeting rooms for Library purposes shall take precedence over all other uses. Meetings scheduled by groups may need to be rescheduled if a Library need arises. Care will be taken to provide adequate notification and rescheduling.
19. Occupancy shall not exceed the maximum room capacity as determined by the Borough Fire Inspector.
20. The Library adheres to the Code of the Borough of Florham Park, Ordinance #11-74, Section 3. Consumption or distribution of alcoholic beverages is prohibited, although such consumption or distribution may be temporarily allowed by application to the Mayor and Council and acceptance of same.
21. Smoking is not permitted at any time.
22. Gambling is not permitted on Borough property.
23. Youth groups (under 21) will require one (1) adult to be present for each twelve (12) youths in attendance.
24. The Library staff will not be responsible for the supervision of children while adults are attending meetings.
25. Exceptions to this Meeting Room policy may be made at the discretion of the Library Board of Trustees and the Library Director as deemed in the best interest of the library and the community.