

# Florham Park Public Library Meeting Room Application For Use

Name of organization or group: \_\_\_\_\_

Individual's name (Sponsor): \_\_\_\_\_

Check box if you do not want the sponsor's name posted on the Library website as event contact.

Address: \_\_\_\_\_

Phone Number \_\_\_\_\_

Estimated attendance: \_\_\_\_\_

Room requested:

Akhoury Room (seating for maximum of 75): Room A \_\_\_\_\_ Room B \_\_\_\_\_ Room A& B \_\_\_\_\_

New Jersey Room (occupancy 3-10)

Date(s) requested: \_\_\_\_\_

Time: From: \_\_\_\_\_ Until: \_\_\_\_\_

Will refreshments be served? Circle: YES                      NO

If yes, please read notice on *Home Baked Goods & Pot Luck Dinners* at the end of the Guidelines.

Additional Requests: Indicate on back and review Meeting Area Policy and Guidelines for Meeting Area Use (attached to this form).

I acknowledge the receipt of the Meeting Area Policy and Guidelines for Meeting Area Use governing the use of Library facilities and agree to abide by these regulations. I understand that my organization as well as I will be held responsible for any violation of these policies as well as being responsible for reimbursing the Library for any expenses or repairs incurred as a result of my / our usage of the Florham Park Library facilities.

The sponsor agrees to indemnify and save harmless the Florham Park Public Library, its officers, employees and agents from any loss, damage, liability, costs and/or expenses that may arise during or be caused in any way by use of the Library facilities and equipment by the sponsor or invitees of the sponsor. Damage to the Library property, beyond ordinary wear and tear, will be charged to the sponsor. There must be no nailing to floors, walls, or fixtures, and the building equipment must not be marked or defaced in any manner. Use of open flames or candles in the meeting rooms is prohibited.

Signature \_\_\_\_\_

Date: \_\_\_\_\_

Approval of Director: \_\_\_\_\_

Date: \_\_\_\_\_

Deposit Received (amount) \_\_\_\_\_

Deposit Returned (date and signature) \_\_\_\_\_

## **Florham Park Public Library Meeting Room Application For Use**

Additional Requests:

Room setup and breakdown

Temporary storage

Audio- Visual Equipment

Other

Groups using the Akhoury Room may arrange the available tables and chairs as they choose, provided that furniture and equipment are returned to their original positions at the close of the meeting. The library staff is unable to set up and break down rooms. Groups requiring this service should make arrangements in advance with the Library Director. The custodial fee is determined by the Department of Public Works. Checks are to be made payable to the Florham Park Department of Public Works.

## **Meeting Area Policy**

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 10-75 people. The New Jersey Room may be reserved for meetings of fewer than 10 people.
3. The Akhoury Room is available from 9 am until 9 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. Meetings must conclude at least one half hour before the Library closing time.
5. The meeting rooms are not available for use by individuals for private functions, for religious services, or for commercial events -- excepting fundraising 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 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 (see Exhibits and Displays).
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 #1174, 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 1 (one) adult to be present for each 12 (twelve) 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.

## **Guidelines for Meeting Area Use**

Groups using the Akhoury Room may arrange the available tables and chairs as they choose, provided that all pieces of furniture are returned to their original positions at the close of the meeting. The library staff is unable to set up and break down rooms. Groups requiring this service should make arrangements in advance with the Library Director. The custodial fee is determined by the Department of Public Works. Checks are to be made payable to the Florham Park Department of Public Works.

Refreshments may be served in the Akhoury Room. Clean up of the area is the group's responsibility. This includes making sure tables and counters are clean and neat, and that the kitchenette is returned to its original condition.

Garbage must be removed and placed in the dumpster outside.

A deposit is required when food is served or the kitchenette is used. If the area is not cleaned properly, the deposit is forfeited.

Caution must be used when displaying program materials so as not to damage Library property.

The visiting group and the group sponsor must assume responsibility for any damage done to the meeting room or its contents, building, or grounds.

Persons attending the meeting are subject to all Library rules and regulations.

Temporary storage of program materials should be requested in advance. Storage space is limited, permission to store items may be denied even if room use has been approved.

The Library is not responsible for items left by any group. Found items will be placed in the Lost and Found.

Keys to provide access to the Akhoury Meeting Room must be signed out and returned at the Library desk during regular business hours by the group sponsor. Keys should be returned promptly. The group sponsor is responsible for the facility for the duration of time he/she possesses the key.

It is the responsibility of the group sponsor to ensure that the meeting setups are returned to their original conditions, the lights are turned off and the doors are locked at the conclusion of the meeting.

Attendees should be instructed to park in the Pool lot, excepting handicapped parking.

Groups are responsible for notifying the Library Director of cancellation of any meeting or program.

### *Home Baked Goods & Pot Luck Dinners*

It has come to the attention of the health department that some schools, libraries and churches are holding fundraisers and benefit dinners that are serving homemade/cooked goods to the public. Examples include, but are not limited to pot luck dinners, chili cook-offs and food for snack stands. Please be advised that all food must be prepared and cooked in a licensed and inspected kitchen that is regulated by the local health authority.

According to N.J.A.C. 8:24 "Sanitation in Retail Food Establishments and Food and Beverage Vending Machines: religious or charitable organizations are permitted to hold bake sales, only if they have a clearly visible placard at the sales or service location notifying consumers that the baked goods were prepared in someone's home. The Placard must state the following: "The food served at this location is prepared in a kitchen that is not subject to regulation and inspection by the local health authority." This exemption is limited to non-potentially hazardous baked goods, which include, but are not limited to cookies, cakes, brownies and cupcakes.

#### N.J.A.C. 8:24 – 6.2 (s)

A private home, a room used as living or sleeping quarters, or an area directly opening into a room used as living or sleeping quarters may not be used for conducting retail food establishment operations.

*If you have any questions regarding these regulations and how they affect your meeting, please contact the health department at 973-835-5700 x166.*