

## MEETING ROOM POLICY

1. Meeting rooms are available, without charge, for residents of Linden, as well as local non-profit organizations.
2. The use of the Library's meeting room will be subject to space and time availability so as not to conflict with the Library's hours of service or special programs.
3. The Director may cancel any meeting at any time at his discretion.
4. Outside organizations may use the meeting room for public or private sessions. However, any session open to the public must be free of any admission charge or donation. For-profit businesses may not utilize the facilities to conduct business. They may, however, conduct informational sessions that are free of charge. For-profit organizations are defined as a group or organization whose purpose is to conduct operations to realize a financial profit.
5. Only fundraising events sponsored by the Friends of the Library are permitted.
6. Each organization and/or individuals shall assume financial responsibility for any theft or damage resulting from its use of the facilities.
7. As an institution of education for democratic living, the library shall not restrict the use of its facilities based on the beliefs of the members of the organizations using the meeting room. Furthermore, the library shall not attempt to censor or amend the content of the meeting. Those who object or disagree with the content of the meeting shall be entitled to submit their proposals for use of the meeting room which will be judged according to library policy.
8. Any publicity referring to the meeting should note that the organization is sponsoring the meeting, not the library. Groups cannot use the library's name, address or telephone number as their official address or contact information nor publicize their meeting or event in such a way as to imply library sponsorship.
9. Any advertisements of the meeting must include the following: The Linden Public Library does not advocate or endorse the viewpoints of meetings or meeting room users.
10. The library takes no responsibility for the content of programs by outside organizations. Permission granted to meet in a library meeting room in no way constitutes endorsement by the library of the policies or beliefs of any group or organization.
11. The library reserves the right to review each prospective use and determine whether that use falls within the Linden Public Library meeting room guidelines.
12. Use of the premises may be prohibited or terminated at any time if the conduct of the group interferes with staff work or patron use of the library, is disruptive to library service or patrons, or is abusive or dangerous to the building, library materials, exhibits, furnishings, or individuals in the building.
13. Organizations utilizing the meeting space are considered a public accommodation under the Americans with Disability Act (ADA) and are therefore responsible for providing auxiliary aids and services in compliance with the ADA.
14. The library retains the right to make exceptions to policy when warranted.
15. Parties, showers, memorial services and other receptions cannot be held in the library.
16. Please call as soon as you know if your meeting is cancelled. No-shows will not be permitted to reschedule use of the meeting room. The meeting room will be opened for other use after a grace period of 15 minutes unless the library is notified.

## RULES FOR USE OF THE ROOM

1. No alcoholic beverages may be served.
2. No smoking is permitted within the building. No illegal activity is permitted.
3. No refreshments are allowed in the computer lab
4. Light refreshments may be served with prior approval. Applicants must provide their own supplies and removed when done. Leftover food must be removed completely when vacating the room.
5. The library is not obligated to lend library equipment. Organizations must provide their own supplies; office supplies will not be provided.
6. When the room is used for programs involving minors, the application must be made by an adult who will be present for the program and responsible for the use of the room.
7. No materials may be hung without permission.
8. All meetings must end thirty (30) minutes before the library closes, and all people must be out of the building before closing time.
9. Meeting rooms capacity must not exceed the LFD codes.
10. Meeting room users are responsible for leaving the room in the same condition as originally found. The library reserves the right to charge a fee in the event the room is not returned to its original state following a meeting, and reimbursement of costs to restore the condition will be the responsibility of the renter.
11. The library is not responsible for equipment, supplies, materials or any personal property owned by those sponsoring or attending meetings at the library.

## MEETING ROOM RESERVATION PROCEDURES

Procedures for reservation of the meeting room:

- 1) Meeting room requests are made online via:
  - a. <http://www.lindenpl.org/> under ABOUT→[Meeting Rooms](#)
  - b. [Facebook page](#) using the **BOOK IT!** button
  - c. directly from <https://lindenpubliclibrarymeetingrooms.skedda.com/>
- 2) You will be able to immediately schedule your reservation with the caveat that the director can, at their discretion, cancel the reservation at any time. You will be notified immediately if this occurs.
- 3) Any room set up, A/V equipment inquires, use of the kitchenette, etc., must be requested in the NOTES section of the application.
- 4) Any changes to your reservation will prompt an automated email alerting you to any change.