

PROCEDURES FOR THE USE OF ELIZABETH PUBLIC LIBRARY MEETING  
ROOMS

NOTICE:

**The Board of Trustees and Library Director of the Elizabeth Public Library do not advocate or endorse the viewpoints of meetings or meeting room users.**

1. Meeting rooms may be used only by organizations engaged in educational, cultural intellectual or charitable activities.
2. **The needs of the Library always take precedent, and the Library reserves the right to cancel a meeting room reservation when necessary.** The Library Director will so advise the person submitting the application. \_\_\_\_\_ (Initials)
3. No individual may apply for personal use of a meeting room.
4. No person under the age of eighteen (18) may apply for use of the meeting rooms.
5. Requests for use of the meeting rooms must be made by way of an application (available from the Administrative Office or online) at least two weeks prior to the proposed date of use. Applications must be approved by the Library Director. In the event that an application for use of a meeting room has been denied, the organization may appeal the denial to the Library Board in writing. Reservations of meeting rooms are on a first come, first served basis. Library events have priority over outside events.
6. **Private** organizations are required to pay fees for the use of the meeting rooms. No private organizations will be permitted to waive this fee.
7. All meetings are to be considered open to the public, and may be attended by anyone. Closed meetings are not permitted in library meeting rooms.
8. No admission may be charged for programs held in the meeting rooms.
9. No smoking, **including e-cigarettes, or alcohol** is allowed at any time in any Library meeting room.
10. The use of a meeting room is limited to three-hour segments. Recommended donation of \$100 would be greatly appreciated.
11. No organization can reserve the Library auditorium for more than 36 hours in a 12-month period.
12. No selling of or taking orders for goods or services are allowed in Library meeting rooms.

13. Any promotional material created to announce an event in the library by an unaffiliated group must include the following statement: "This event is neither sponsored nor endorsed by the Elizabeth Public Library." All advertisements and notices must clearly designate the sponsoring organization. \_\_\_\_\_ (Initials)
14. The serving of food or beverages is permitted only with approval by the Library Director.
15. The meeting rooms are to be used exclusively for the purposes stated in the written application. Any change of plan or topic must be approved in advance by the Library Director or his/her representative as soon as possible, but not later than one week prior to the program. \_\_\_\_\_ (Initials)
16. No group will be permitted to use the auditorium on a continuing basis for regularly scheduled business meetings of the organization.
17. The address of the public library may not be used as the headquarters or the address of any organization.
18. No display materials will be affixed to meeting room walls which may deface or damage the wall.
19. Organizations which cause damage to library meeting facilities and/or equipment are required to pay the library the full cost of repair or replacement. \_\_\_\_\_ (Initials)
20. The meeting room must be left in an orderly and clean condition. If a room requires extra cleaning due to an organization's leaving it in a disorderly or unclean manner, the organization will be billed for the cleaning expense. \_\_\_\_\_ (Initials)
21. All groups are responsible for not exceeding the legal capacity of the meeting room, which is **set by the Fire Marshal at 150**.
22. As part of the meeting room application, the organization will execute an indemnification agreement, which holds the library harmless from any and all liability in the event of any injury or damage to persons or property caused by the organization while using library premises.
23. Organizations with liability insurance coverage must submit to the Library Director at least one week in advance of the use of any meeting room a certificate of insurance in the amount of \$1,000,000 of liability coverage naming the library as a coinsured. This can be submitted with the application but must be submitted at least one week in advance of the use of any meeting room. \_\_\_\_\_ (Initials)
24. Emergency Closings: When the library closes because of a weather-related emergency or because of equipment failure, all efforts will be made to notify organizations scheduled to use meeting rooms. During adverse weather

conditions, the organization should check with the library or listen to WJDM for library closing information. \_\_\_\_\_ (Initials)

25. In the event of an emergency situation, the Library Director may authorize the use of a library meeting room, and may waive any fees required. The Library Director will report such an emergency use of any meeting room at the next meeting of the Board of Trustees.
26. Video of the auditorium will be available online; otherwise a request must be made to view the room. \_\_\_\_\_ (Initials)

**As necessary, the Library Director may authorize additional rules and procedures consistent with existing policies.**

ELIZABETH PUBLIC LIBRARY  
11 SOUTH BROAD STREET  
ELIZABETH, NJ 07202  
908-354-6060

MEETING ROOM APPLICATION

Name of Organization: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Cell \_\_\_\_\_

Email: \_\_\_\_\_

Individual Making Application and Title: \_\_\_\_\_

Purpose for Using the Meeting Room (Be Specific): \_\_\_\_\_

Location Requested: \_\_\_\_\_

(Main Library, Elmora Branch)

Date Requested: (Must be a day on which the library is open to the public)

\_\_\_\_\_ Day of the week: \_\_\_\_\_

Time Requested: \_\_\_\_\_ (Meeting room may not be used prior

to the opening of the building to the public, or one-half hour before closing)

Meeting will end by \_\_\_\_\_

**Main hours:**

M – R 9 am – 5:30 pm

F 10 am – 5:30 pm

Sa 10 am – 4:30 pm

Su CLOSED

**Elmora hours:**

M – R 9 am – 5:30 pm

F 10 am – 5:30 pm

Sat 10 am – 4:30 pm

Su CLOSED

Approximate Size of Group Expected: \_\_\_\_\_ The Library can provide on-site parking for event organizers and presenters only. The library is **unable** to reserve parking spaces for attendees of non-library events. Parking is available off-site at the Bollwage Parking Garage at the corner of West Jersey Street and Elizabethtown Plaza. Number of Parking Spaces Requested: \_\_\_\_\_ *You must come to the Admin Office on the day of your event to obtain your on-site parking passes. You must return them at the close of your event to the Admin Office. Failure to do so will prevent you from obtaining parking passes in the future.* \_\_\_\_\_  
*initial & date*

The following library-owned equipment may be rented by your organization for use during your program at the Main location. Please check the appropriate box if you are requesting use of this equipment.

Revised by Board of Trustees

Jan. 2023

Revised January 4, 2023

|                    |   |     |
|--------------------|---|-----|
| Piano              | \$50.00                                   | [ ] |
| DVD player/TV      | No Charge                                 | [ ] |
| Overhead projector | No Charge                                 | [ ] |
| Sound System       | No Charge                                 | [ ] |
| Room Divider       | No Charge (with at least one-week notice) | [ ] |

NOTE: If requesting use of the Overhead projector/Sound system, please notify us if you will **not** be providing your own laptop. Use of your own laptop is highly recommended. Please notify the library **in advance** if a VGA adapter is required, and if you are using a MAC or a PC. There is no equipment for the playing of VHS tapes.

The Library Board advises the applicant that in the event of an unforeseen library need, it reserves the right to cancel any reservation.

There is a \$25 fee for the Library to provide Coffee Service. There is a \$10 fee for the provision of hot water only.

Coffee Service (includes cups, tea bags, hot water, sugar, powdered creamer)      Yes       No       \$25.00

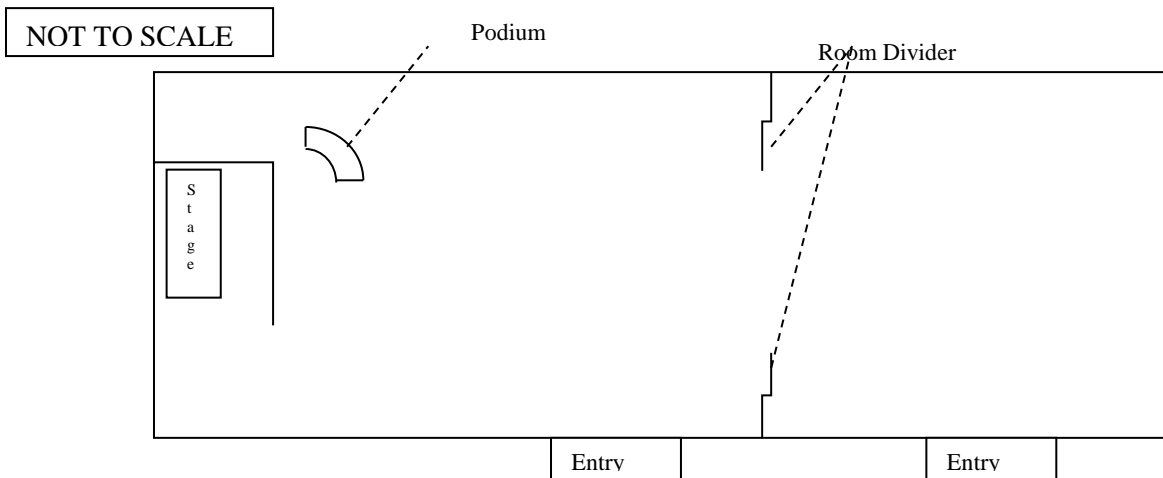
Hot water (cups only provided)      Yes       No       \$10.00

What additional equipment will you be bringing into the meeting room for use in your program?

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Will you need tables      Yes       No       If yes, how many: \_\_\_\_\_

Please give a detailed description of setup. (The library reserves the right to refuse the application if this information is missing.)



There is no fee the use of a library meeting room but a recommended donation of \$100 is greatly appreciated and to be paid in the Administrative Office prior to the event.

I, hereby, apply for the use of a library meeting room in the manner specified in this application. I agree to obey fully the requirements for the use of the meeting room as outlined in “Procedures for the Use of Elizabeth Public Library Meeting Rooms.” I further agree to be responsible for any damage to library property that may result from my organization’s use of the meeting room. My signature below serves as an indemnification agreement in which my organization shall save and hold harmless the Elizabeth Public Library, its officers, directors, employees, volunteers and agents, against from any and all claims, demands, causes of action and judgments, losses, costs and expenses, including but not limited to reasonable attorney’s fees, which may result from my organization’s use of a library meeting room.

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Signature, Title

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Date

FOR LIBRARY USE ONLY:

DATE RESERVED: \_\_\_\_\_

FEE: \$0 (**\$100 - RECOMMENDED DONATION**)

PIANO RENTAL: \_\_\_\_\_

COFFEE SERVICE: \_\_\_\_\_

HOT WATER ONLY: \_\_\_\_\_

AMOUNT OF DONATION: \_\_\_\_\_

TOTAL DUE: \_\_\_\_\_

INSURANCE CERTIFICATE: \_\_\_\_\_

OTHER: \_\_\_\_\_

APPROVED: \_\_\_\_\_  
(Library Representative)

Date \_\_\_\_\_