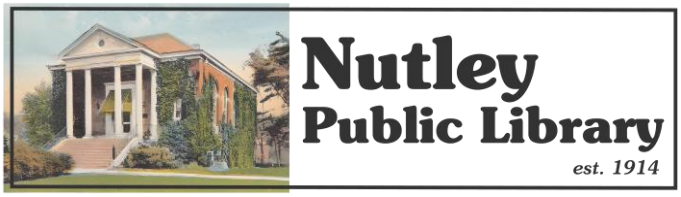

Nutley Public Library • 93 Booth Drive • Nutley, NJ 07110

973-667-0405 • nutleypubliclibrary.org

Application for Use of the Library Meeting Room

Name of Organization _____

Address of Organization _____

Purpose or function of Organization _____

Name of adult individual filing application _____

Nutley address of individual filing application _____

Office held in Organization _____

*****

Date of meeting _____ Time requested: from _____ to _____

Purpose of meeting _____

Topic _____ Speaker _____

Do you plan to distribute literature? Yes _____ No _____ (if yes, please submit samples)

Expected attendance _____

*****

Room set-up desired (chairs will be in rows unless specified otherwise):

Equipment to be used:

Additional information and/or requests:

*****

It is hereby understood and agreed that, if this application is granted, the undersigned will assume all and exclusive responsibility for the due observance of all regulations of the Nutley Public Library Board of Trustees.

Signature of Applicant/Organization Officer _____

Date of Application _____

Address _____ Telephone _____

Approved _____ Date _____

for Nutley Public Library Board of Trustees

Nutley Public Library
Facility Use Policy

Subject to the approval of the Board of Trustees (Board) of the Nutley Public Library (Library) and these regulations, permission to use the Stockton Meeting Room or other Library facility may be granted to recognized nonprofit groups or organizations of Nutley Township (or from other locations, if of substantial interest to Nutley citizens), whose programs do not conflict with Library purposes as established by the Board in their sole and absolute discretion, to hold meetings of an educational, civic, or cultural nature. The fact that a group is permitted to meet at the Library does not in any way constitute an endorsement of the group's policies or beliefs.

The Board, the Library and Library Employees assume no liability or responsibility for injury or damage to the person or property of those attending the meeting, function, or activity (Program[s]), or for injury or damage to the person or property of the permittee, its officers, agents, employees, contractors, guests or invitees; and further, the Board reserves the right to amend these regulations and to limit the number and frequency of public Programs.

1. The use of its facilities by the Library for Library purposes shall always have priority over all other Programs by others. Library-sponsored Programs are exempt from these regulations.

2. Library facilities may be used for educational, civic, and cultural Programs, but not for organization business meetings, except where such organization business is incidental to an educational, civic, or cultural Program. Library facilities are not available for the benefit of private individuals or commercial concerns.

3. Children's and youth groups may use Library facilities provided they are supervised by one adult in attendance (age 21 or older) for each 10 minors under 18 and meet all requirements for use. Application shall be made by the adult representative of the group-applicant.

4. An application for the use of Library facilities in duplicate signed by an appointed representative of the group-applicant who, unless specifically waived by the Board in writing, shall be a responsible citizen of Nutley, shall be submitted to the Library Director at least two weeks prior to the requested date. An application shall be deemed granted when signed by the Board or their delegate. Such signed copy shall constitute the permit and shall be delivered to the applicant.

5. The permittee will use Library facilities solely for the purpose stated in the application. Any change of plans or topic shall be approved by the Board or their delegate.

6. Public Performance Rights must be obtained by the permittee for any copyrighted media presented in connection with with the Program. A copy of the Public Performance Rights so obtained shall be submitted with the application.

7. Depending upon availability, a maximum of four (4) Program dates per year may be requested by nonprofit groups or organizations. Separate applications are required for each date. All applications may be made at one time.

8. All Programs are to be considered open to the public unless specifically waived by the Board in connection with the granting of the application. All Programs may be visited by Board Members (Trustees), the Library Director or her or his delegated representative. Any person seeking admission to such a program shall be admitted provided that the reasonable capacity of the facility employed is not exceeded.

9. All Programs and exhibits shall be free unless a charge is specifically approved by the Board in connection with the granting of the application.

No fees, dues, or donations may be charged or solicited by the user for any Program or exhibit except for a reasonable charge to cover refreshments, if served, or the cost of materials which may be needed for the Program. No raffles, bingo games, or other games of chance shall be permitted in the library.

10. The sponsor or authorized representative must be in the room during the entire course of the Program and shall be fully responsible for proper conduct and compliance with Library policies and regulations.

11. The Stockton Room (or other Library facility, if applicable) is available for use free of charge during regularly scheduled Library hours up to one-half hour before closing. No Program shall be scheduled to run beyond regular Library hours unless specifically waived by the Board in connection with the granting of the application.

12. The Library can supply some equipment for use by the permittee which shall be requested at the time of application. A donation to cover the cost of maintaining the equipment is requested at the time the application is approved.

13. In general, the use of facilities, equipment, supplies, apparatus, or tools not requested in the application shall not be allowed.

14. The Library's maintenance personnel and/or designated workers supervised by the Library's maintenance personnel will set up for the Program, move Library furnishings/equipment, dispose of trash and restore the facility to its original condition. The Program sponsor will compensate library personnel for work outside of their normal hours. Such work will be compensated at rates governed by the current collective bargaining agreement. The Program sponsor will be advised of these rates in connection with the granting of the application.

15. Smoking in any part of the Library is prohibited. The consumption of alcoholic beverages in any part of the Library is prohibited unless specifically approved by the Board subject to obtaining any required license in connection with the granting of the application.

16. Serving food in conjunction with a permitted Program, function or activity is not permitted unless specifically approved by the Board in connection with the granting of the application. The service of light refreshments may be allowed, if requested at the time of application. Utensils and supplies must be furnished by the organization using the room, unless a specific exception is included in the application as granted.

17. Neither the name or address of the Library may be used as an official address or headquarters of the permittee (other than the Friends of the Nutley Public Library). All publicity shall carry the name of the organization sponsoring the Program. The Library shall not be identified or implied as a sponsor without the specific written consent of the Board. Samples of all materials to be distributed in connection with the Program shall be included with the application.

18. The Library will not supply any materials for posting or distribution announcing meetings. Attaching signs, posters or other materials to any exterior or interior wall shall not be permitted without the approval of the Board or their delegate.

19. Library facilities and/or property are made available conditionally. If any Library policy or regulation is violated, or if any Library facility or property is damaged by the permittee, its servants, agents, employees, contractors, guests, or invitees, whether by carelessness, negligence or otherwise, the Board may in its sole discretion deny or reject future applications by the permittee. The permittee shall be responsible for the preservation of order and shall be liable for damage to or loss of property of the Library or any other person(s) and for injury to any other person(s) that may result from use of the facilities or property of the Library pursuant to any application granted, and will hold the Board, the Library and Library Employees harmless and indemnify them against any claims that may arise as a result of any such damage, loss or injury.

This policy shall be effective as of September 1, 1992, and shall be reviewed periodically.

Revised December 7, 1993.
Revised October 28, 2003.

Signature of Group Representative

Date