

FREE PUBLIC LIBRARY OF BERKELEY HEIGHTS

POLICIES, RULES AND PROCEDURES FOR MEETING SPACES

Adopted 6/11/2001, Rev. 3/11/02, 2/22/16, 11/8/2021, 3/14/2022

The Free Public Library of Berkeley Heights (“BHPL” or “Library”) offers a variety of spaces for group work, collaboration, programs, and meetings. Use of meeting spaces at the BHPL should focus on civic, cultural and educational purposes. Other than official BHPL programs, BHPL neither sponsors nor endorses the meetings or programs held in these spaces.

Meeting Space Available

BHPL offers 4 Meeting Spaces for public use on Level 2 in the Municipal Complex at 29 Park Avenue, Berkeley Heights:

- (1) Study Room 1: 8.5’ x 12.5’ including 4 chairs and one table
- (2) Study Room 2: 12’ x 12’ including 5 chairs and one table
- (3) Conference Room: 14’ x 19’ including 10 chairs and one table or 20 chairs
- (4) Creative Space: 13.5’ x 22’

Use of the Meeting Room on Level 1 in the Municipal Complex is scheduled and controlled by the Township of Berkeley Heights. See the Township of Berkeley Heights for information about reserving the Meeting Room on Level 1.

Guidelines

Users of BHPL Meeting Spaces must adhere to the BHPL’s *Rules of Conduct and Policies on Library Use (“Rules of Conduct”)* in addition to the policies, rules and procedures for Meeting Spaces (*“Meeting Spaces Policy”*) set forth herein.

Only Berkeley Heights residents and/or BHPL cardholders are permitted to reserve Meeting Space. BHPL cardholders must have a current BHPL card and be in good standing.

When requesting use of any Meeting Space, individuals must present, in person, a current NJ Driver’s License or State ID with a Berkeley Heights address.

Additionally, when requesting use of the Conference Room or Creative Space, individuals must complete the Application for Meeting Room Use (*“Application”*).

Meeting Spaces may be reserved by individuals who are 18 years of age or older (*“patron”*); the patron reserving this space must remain at the BHPL for the entire time the space is reserved and is responsible for compliance with the Meeting Spaces Policy and Rules of Conduct and any other BHPL policies, rules and procedures. The patron is also responsible for the condition of the space when the usage has ended.

Patron must notify BHPL if cancelling use of space. Failure to do so may jeopardize the patron's right to reserve future Meeting Space bookings.

In the event of inclement weather, it is the responsibility of patron to contact the BHPL to verify that the Library is open.

If BHPL technology is requested for use in the room, patron must confirm at least 24 hours in advance with the Reference Department that such technology will be available and to arrange a time with the Reference Department to verify connectivity. Patron must provide an experienced operator.

Reservations must adhere to and be within the BHPL's hours of operation. Rooms will not be available for usage within the first 15 minutes and last 15 minutes of the BHPL's hours of operation.

Patron must sign in at the Circulation Desk upon arrival and receive a Pass that shall be prominently displayed in the Meeting Space. The Pass must be returned to the Circulation Desk when the reservation has ended. If the patron does not arrive on time for their waiting room, the room will be held for 15 minutes after the reservation time begins. If the patron does not report to the Circulation Desk by the end of that 15-minute period, the assigned room will become available for walk-ins.

At the discretion of the Library Director, a meeting may be necessary, prior to room usage, to discuss arrangements for large scale programs or displays/exhibits.

Applications for the Creative Space and Conference Room are not confirmed until patron receives an approval from BHPL.

Approval or refusal of any request/Application to use a Meeting Space will be determined by the Library Director or designee. Reason(s) for denied requests/Application will be provided by the Library Director according to the Meeting Spaces Policy. Appeals can be made to the Board of Trustees to be considered at their next regularly scheduled meeting. BHPL reserves the right to revoke permission for the present and/or future use of any Meeting Space to any group or individual who fails to adhere to the Meeting Spaces Policy, Rules of Conduct or any other BHPL policy, procedure, rule and/or guideline, or who otherwise causes disruption to library services.

BHPL reserves the right to cancel a confirmed reservation if the room is needed for Library purposes. As much advance notice as possible of this cancellation will be provided.

BHPL-sponsored programs are exempt from the Meeting Spaces Policy at the discretion of the Library Director.

Meeting Space Usage

Rooms are not soundproof. Talking and other sounds must be kept to a level so as to not disturb other patrons.

The following are prohibited in the Meeting Spaces:

- *Smoking (including electronic cigarettes) and/or vaping
- *Consuming food, unless approved in advance by the BHPL Director. Any individual or group so approved must clean and remove all food and other trash from the Municipal Complex after Meeting Space usage concludes.
- *Consuming alcoholic beverages
- *Use of recreational drugs
- *Removing or adding furniture to the Meeting Space
- *Taping anything to the walls and windows, or in any way interfering with views into the Meeting Space

Drinking is permitted only from containers with lids.

All Meeting Spaces must remain unlocked during use and will be locked when not in use.

No more than the stated maximum number of individuals are permitted in each Meeting Space.

Any materials distributed at meetings must identify the name of the sponsoring organization. Any remaining materials must be removed at the completion of the meeting.

Patron must be considerate of the next reservation and allow several minutes to gather belongings and leave the Meeting Space before the next timeslot begins.

Patron must leave the room in the same or better condition. Trash and recyclables must be removed and placed in the appropriate receptacles in the Library. Furniture may be re-configured within the Conference Room and Creative Space but must be returned to the original configuration before the patron leaves.

All individuals using the Meeting Space are responsible for all personal property brought into the rooms. BHPL is not responsible for monitoring belongings, and BHPL shall not be responsible for any loss or damage to personal belongings left unattended, damaged or removed during use of the Meeting Space.

Individuals and organizations using the Meeting Space are responsible for damages to the Meeting Rooms and/or the theft of Library equipment, the value of which will be determined by the Library Director.

BHPL can terminate any reservation for non-compliance and violation of the Meeting Spaces Policy and/or the Rules of Conduct.

The BHPL Board of Trustees reserves the right to amend the Meeting Spaces Policy at any time.

ADDITIONAL POLICIES, RULES, AND PROCEDURES FOR SPECIFIC ROOMS

Study Room 1 and Study Room 2

After 1:00 pm, the minimum number of individuals permitted to use a Study Room is two (2). Individual use is permitted before 1:00.

Reservations may be made up to one (1) week in advance.

A maximum of two (2) advance reservations may be made per week. Each reservation may be for up to two (2) hours. At the end of the two (2) hour period, patron may request an extension for up to one additional two (2) hour period, only if the Study Room has not already been booked. The two (2) hour extension period may be reduced if a previous reservation has been made for a portion of the extension period.

Walk-ins may be permitted when a Study Room has not previously been booked. All requirements for advanced reservations apply to walk-ins.

Patron is not permitted to use Study Rooms, individually or in combination, for more than a total of four (4) hours in one (1) day.

Patron may use Study Rooms, individually or in combination with all BHPL Meeting Spaces, no more than two (2) days per week.

Conference Room

The maximum number of individuals permitted to use the Conference Room is:

10 with chairs and one table; or 20 with chairs only

After 1:00 pm, the minimum number of individuals permitted to use the Conference Room is four (4).

Reservations may be made up to four (4) week in advance.

A maximum of two (2) advance reservations may be made per week. Each advance reservation may be for up to three (3) hours. If the reservation ends after 1:00 pm, patron can request an extension for an additional three (3) hours, but only if the Conference Room has not already been booked. The three (3) hour extension period may be reduced if a previous reservation has been made for a portion of that extension period.

Walk-ins may be permitted when the Conference Room has not previously been booked. All requirements for advanced reservations apply to walk-ins.

Patron is not permitted to use the Conference Room for more than a total of six (6) hours in one (1) day.

Patron may use the Conference Room, individually or in combination with other BHPL Meeting Spaces, no more than two (2) days per week.

Creative Space

An *Application* for use of the Creative Space will be considered on a case-by-case basis.

Acknowledgement of BHPL Meeting Spaces Policy and the Rules of Conduct for Use of BHPL Meeting Spaces*

I acknowledge that I have read the BHPL Meeting Spaces Policy and the Rules of Conduct and agree to abide by the policies, rules and procedures contained therein.

I agree to release the Free Public Library of Berkeley Heights, its officers, employees and agents from any and all liability for any and all claims that arise in connection with the use of the Meeting Spaces including, but not limited to, accidents, injuries or loss or damage to property.

Name: _____

Name of Organization, if applicable: _____

Address: _____

***Signature:** _____ **Date:** _____

* Individual must be 18 years of age or older and also must be 1) a Berkeley Heights resident or 2) a current BHPL cardholder in good standing.

Staff Member: _____

Adopted 6/11/2001, rev. 3/11/2002, 2/22/2016, 11/8/2021, revised 3/14/2022

An application will be kept for one calendar year and subsequent reservations will be added.

BERKELEY HEIGHTS PUBLIC LIBRARY

APPLICATION FOR MEETING ROOM USE- Conference Room or Creative Space

Name of Applicant: _____

Name of Organization, if applicable: _____

Position in Organization, if applicable: _____

Address: _____

Email address: _____ **Telephone Number** _____

Room Requested: _____ **Meeting Date:** _____

Starting Time: _____ **Ending Time:** _____

Purpose of Meeting: _____

BHPL Technology Equipment Needed: _____

I acknowledge that I have read the BHPL Meeting Spaces Policies, Rules and Procedures and the Rules of Conduct and agree to abide by the policies, rules and procedures contained therein.

I agree to release the Free Public Library of Berkeley Heights, its officers, employees and agents from any and all liability for any and all claims that arise in connection with the use of the Meeting Spaces including, but not limited to, accidents, injuries or loss or damage to property.

***Signature:** _____ **Date:** _____

*Individual must be 18 years of age or older and also must be 1) a resident of Berkeley Heights or 2) a current BHPL cardholder in good standing.

Approved: _____ **Not Approved:** _____ **Date:** _____

Reason Not Approved: _____

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