

MEETING ROOM POLICY

The Meeting Room is the space in the library on the lower level next to the Caroline Rose Foster North Jersey History & Genealogy Center. The room is a multi-purpose room designed for meetings, lectures, screenings and other event programming.

1. The Meeting Room is open to organizations engaged in educational, cultural, intellectual, charitable, advocacy, civic, religious, or political activities. Decisions on use of the Meeting Room will not be made on the basis of the subject matter to be discussed or the ideas for which the User advocates. However, the Meeting Room may not be used for commercial activities or the presentation or promotion of obscene or sexually explicit content, any illegal activity, or other purposes deemed inappropriate or unacceptable by the Library in its sole discretion. Fundraising is also prohibited, except for the benefit of the Friends of the Morristown & Morris Township Library, the Foundation for the Benefit of the Joint Free Public Library of Morristown and Morris Township (“Library Foundation”), or the Morristown Festival of Books.

2. Library functions and Library-related activities will have priority over non-Library uses. Otherwise, only non-commercial groups or non-profit organizations based in Morristown or Morris Township (“User”) will be permitted to use the room on a first come, first-served basis.

3. Programs shall not disrupt the use of the Library by others. Persons attending meetings must comply with and are subject to all Library rules and policies and may be asked to leave the Library if they do not comply with said rules and policies. Similarly, if a meeting becomes disorderly or disruptive, the Library reserves the right to halt the meeting and require all participants to leave the Library premises immediately.

4. Library staff are not responsible for monitoring or supervising children or patrons with special needs while their parents or guardians attend a meeting in the Meeting Room. All parents and guardians must comply with the Library’s Unattended Children and Patrons with Special Needs Policy.

5. Neither the name nor address of the Library may be used as the address or headquarters of an organization, other than the Friends of the Morristown & Morris Township Library and Library Foundation. The fact that a group is permitted to use the Meeting Room does not constitute an endorsement of that group’s or members’ policies or beliefs. Any promotional materials created to announce an event in the Meeting Room by an unaffiliated group must contain the following statement: **This event is neither sponsored nor endorsed by the Joint Free Public Library of Morristown and Morris Township.** All promotional materials must clearly identify the User. All promotional materials must be approved in writing in advance by the Director or Assistant Director and may be posted in the Library only with the prior written consent of the Director or Assistant Director.

6. All applications for use of the Meeting Room must be submitted on the required form to the Assistant Director at least three weeks in advance of the proposed use.

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7. A User may reserve the Meeting Room no more than ten (10) times in a calendar year. The User's Authorized Representative signing the application must present, with the signed application, a valid full-service Morristown and Morris Township library card or valid government-issued photo ID. Subject to availability, and at the sole discretion of the Director or Assistant Director, a User may request permission to reserve the Meeting Room more than ten times per calendar year.

8. Any damage to Library property by individuals attending a meeting in the Meeting Room will be the financial responsibility of the User. Likewise, the User will be responsible for ensuring that all persons attending the meeting comply with Library rules and policies, as well as local, state, and federal laws.

9. The number of persons attending a meeting in the Meeting Room shall not exceed 60 at any given time.

10. Users may reserve the Meeting Room for a maximum of four hours per meeting.

11. Smoking, vaping, the use of cannabis products tobacco products, and any other illicit substance, and alcohol consumption are strictly prohibited in all parts of the building and grounds, including the Meeting Room. It is the responsibility of the User to enforce this policy.

12. Refreshments may not be served in the Meeting Room without the prior written approval of the Assistant Director.

13. All persons attending a meeting must vacate the building at least fifteen minutes prior to closing, unless prior written permission is given to stay late.

14. No decorations or alterations to the Meeting Room, or its utilities or electrical systems, are permitted without prior written consent of the Director or Assistant Director.

15. Meetings in the Meeting Room may be open or closed to the public at the discretion of the User. However, Library staff shall be permitted unlimited access to any meeting.

16. At the conclusion of the meeting, all materials and supplies brought into the Meeting Room must be removed and all garbage must be placed in the appropriate receptacle. Nothing may be stored in the Meeting Room at any time.

17. At the start of each meeting, instructions regarding exiting the building in the event of a drill or emergency must be provided to the group by the User's designated representative. The closest emergency exit is the marked fire exit stairwell located at the front of the Meeting Room.

18. The Library assumes no responsibility for loss or damages to any property brought into the Meeting Room by the User or persons attending the meeting.

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19. As a condition of use of the Meeting Room, all Users will be required to agree to a hold harmless and indemnification provision and may be required to provide proof of insurance to cover any indemnification obligations and/or damages.

20. The Library does not charge a fee for use of the Meeting Room. However, if a User wishes to make a donation for using the space, the recommended donation is \$50 paid to the Library, the Morristown & Morris Township Library Foundation, or the Friends of the Morristown & Morris Township Library.

21. The User may be required to retain the services of a security guard or supply appropriate police or fire department services at the sole discretion of the Director or Assistant Director.

22. When Library equipment is used, the User must provide an experienced operator, and the User will remain responsible for all proper care and use of the Library property. The User is responsible for knowing how to use the equipment in advance of the meeting.

23. The User must have a designated representative present, who shall be the first person in the Meeting Room, the last person to leave, and must remain in attendance for the entirety of the meeting.