

# PASSAIC PUBLIC LIBRARY

195 GREGORY AVENUE  
PASSAIC, NEW JERSEY 07055-4805

PHONE: (973) 779-0474 FAX: (973) 779-0889

## MEETING ROOM POLICY

(Revised 11/08/05)

1. The Library's meeting room may be engaged for educational, civic and cultural purposes, but not for sectarian, religious or partisan political meetings. The meeting room is designed to meet general interests, such as discussion groups, panels, lectures, concerts, readings and similar activities.
2. Applicants must be adults and must be a member of the group making application. A responsible adult must be present at all times.
3. Approval for regular use of the meeting room will be granted for a maximum time of six-month intervals in order for the Library to determine whether frequent usage is preventing use of the space by other groups.
4. Facilities are generally not available for public use when the Library is closed to the public.
5. All meetings must end no later than one half-hour before closing, unless a waiver has been given by the Library Director and special arrangements have been made. The meeting room must be vacated within 15 minutes after the meeting ending time recorded on the Meeting Room Application form, in order for the room to be cleaned and reset, or for the Library to close. Failure for attendees to clear the room after designated ending times may result in an assessment for custodial overtime and may jeopardize future room-use approval.
6. Meetings shall be free to those attending, and no admission charged under any guise. Groups may sell books related to author talks and book signings.
7. Set-up of meeting room must be arranged in advance. Please note if podium, coffee urn, TV, or tables and chairs will be used/needed during meeting.
8. Use of Staff Break Room and Staff bathrooms is prohibited. Public bathrooms are located directly outside the meeting room doors. Any attendees using Staff Room, Staff bathroom or roaming into Staff work areas will have their meeting room privileges revoked.
9. Smoking is strictly prohibited in all areas of the Library. Attendees caught smoking on Library property will have their meeting room privileges revoked.
10. Maximum number of attendance for meeting room is 100 persons.
11. A \$25.00 refundable deposit is required from any applicant serving food or drink. This deposit must be in the form of a check, which will be mailed back to the applicant contact person if no spills or stains need special cleaning. Any beverage or food spills, stains, etc. which requires special cleaning will result in the deposit check being cashed to reimburse the Library for cleaning expenses. The Library can provide a coffee urn. Paper products, utensils and other food service equipment must be provided by the applicant.
12. Applicants are responsible for any damage to Library property.
13. Barring inclement weather or other natural disasters, cancellation by the sponsoring agency must be made no later than 24 hours prior to the scheduled event. Failure to cancel may jeopardize future use of the space. Should the Library close due to inclement weather or facility emergency, every effort will be made to notify the party making the application. The Library shall bear no responsibility for costs incurred by the booking organization.
14. Misrepresentation by the applicant concerning the sponsors, content or intended purpose and/or audience of any event scheduled for the meeting room will be cause for barring future use of the space by the applicant and group.

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## MEETING ROOM APPLICATION

(Revised 11/08/05)

***Please fill-out application below and return to the Library for approval. Thank you.***

Name or Organization: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

### *PROGRAM INFORMATION:*

Program: \_\_\_\_\_ Date of Program: \_\_\_\_\_

Program Start Time: \_\_\_\_\_ Program End Time: \_\_\_\_\_

Number Attending: \_\_\_\_\_ Number of Chairs: \_\_\_\_\_ Number of Tables: \_\_\_\_\_

Is food or beverage being served? (please select one) \_\_\_\_\_ NO \_\_\_\_\_ YES If **YES**, please attach a cleaning deposit check in the amount of \$25.00 made payable to "Passaic Public Library" to the signed application form.

Other special arrangements: \_\_\_\_\_

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***I hereby indicate that I have read, understand and shall abide by the regulations of the Library governing the use of the meeting room.***

Organization: \_\_\_\_\_

Signature (Authorized Officer given above): \_\_\_\_\_

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*For Library Use Only – Do Not Write in Space Below:*

Date Application Received: \_\_\_\_\_

Accepted for by the Library: \_\_\_\_\_