

Trenton Free Public Library Meeting Room Use Policy

While the primary purpose of the Trenton Free Public Library meeting rooms is to host library-sponsored events, when available, they may be used by non-profits and not for profit ventures provided they are free and open to the public.

The fact that an organization is permitted to meet at the library does not constitute an endorsement of the organization's beliefs by the library, its staff, its advisory board or the Trenton Free Public Library Board of Trustees.

Meeting Room Use Rules

- Use is granted on a first-come, first-served basis. Library programs and sponsored events have priority in the use of meeting room space.
- A library card in good standing is required for all meeting room reservations. The card holder must be at least 18 years of age to reserve a meeting room and must sign the [Application for Public use of the Trenton Free Public Library Meeting Room](#). The cardholder (18 years or older) must be present during any use of the library meeting rooms.
- When youth groups are present, the group will abide by the following ratio for supervision 1 adult: 5 children under the age of 7 and 1 adult: 10 children over the age of 7.
- The meeting room facilities may be used for traditional meetings only (ie- a sit-down gathering between a group of individuals during which a discussion or presentation occurs). All other activities (crafts, movie screenings, physical activities etc.) require written pre-approval from the Director. To seek approval for alternative activities please contact the Business Office during work hours at 609.392.7896 no less than fourteen days in advance- as additional insurance or permits may be required.
- The Library reserves the right to reschedule or cancel confirmed meeting room reservations to accommodate library-sponsored programs and events. The library will notify the group of cancellations. The Library is not responsible for any cost or damages this may incur to the rescheduled or canceled group
- Barring inclement weather or other natural disasters, cancellation by the booking group must be made no later than 24 hours prior to the scheduled event. Should the Library close due to weather or facility emergency, every effort will be made to notify the booking group, and fees already paid shall be reimbursed. The Library shall bear no responsibility for costs incurred by the booking group. The Library reserves the right to deny use to groups that fail to notify the Library of cancellations or frequently cancel meetings.
- Reservations of meeting rooms may be made no more than two months in advance.
- Meeting rooms are available during hours when the library is open. Meetings must adjourn 15 minutes before closing time.
- Use of the meeting rooms may be limited to once per month for each group, due to limited meeting room space. Reservations may not exceed 36 hours per calendar year per group, including cancellations or rescheduling.

- All meetings must be free and open to the public. No admission may be charged under any guise. Executive sessions for non-profits may be held, pursuant to state laws and regulations.
- No fund-raising, promotions or sales may be charged or solicited from participants.
- Commercial, religious or political use of the library meeting rooms is strictly prohibited. Such entities may use the room only to present cultural, educational and informational programs provided that no payment or personal information is gleaned from participants and no promotion of their organization or ideology is made. The entity is required to identify themselves as the presenters/sponsors of any program on promotional material and at the meeting. All materials to be distributed during program must be provided at time of application.
- All promotional material must include the phrase *this event is neither sponsored nor endorsed by the Trenton Free Public Library*. The library may require a printed retraction if misrepresented. The organization may not present the library address, phone number or logo as their own on any promotional materials.
- Tables and chairs are available. Groups are responsible for providing additional equipment, including projectors, screens, etc. Meeting rooms must be left clean, in good repair and in the same condition as found. Any group that damages library property will be liable for costs incurred in connection with such damage and may lose the privilege of using meeting rooms in the future.
- Food and drink may not be served in the meeting room.
- The library is not responsible for theft of or damage to property brought into a library meeting room.
- Each group is responsible for ensuring that attendance at its meeting does not exceed the maximum occupancy for the meeting room as set by the Fire Marshall
- All groups and individuals using a library meeting room must comply with these rules and with library Rules and Regulations, may not cause disruption to Library operation, and keep noise levels consistent with the normal atmosphere of the Library. Failure to comply with the rules may lead to immediate termination of the meeting, exclusion of individuals from library premises pursuant to the rules, and/or loss of future meeting room use privileges.

Application forms are available at the library and on the library website.

Submit the application in person to library staff. Applications are kept on file and must be updated annually. The Librarian-in-charge will review and approve or deny all applications based on the Public Use of Library Meeting Room rules.

Any applicant denied use of a library meeting room may appeal the denial in writing to the Library Director. The Director will review the application and respond in writing to the applicant within 30 days.

Any applicant denied use of a library meeting room by the Library Director may appeal the denial in writing to the Library Board of Trustees. The Board will review the application and respond in writing to the applicant after their next Board Meeting.

Approved by the TFPL Board of Trustees 2-2014

Trenton Free Public Library Meeting Room Application

Organization Name _____

Contact Person _____ Phone _____

Email Address _____

City _____ State _____ Zip Code _____

Organization Type If your group does not apply to these categories, please speak with Director for approval

- Governmental Non-Profit (501(c)(3) certificate must be provided) Commercial/
Religious/Political

Describe the nature, purpose & attendance# of program (use back or additional sheets of paper if necessary)

Date(s) Requested	Time(s) Requested	Expected Number of Attendees
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Meetings may be scheduled no more than two months in advance. Meetings must be scheduled during regular business hours only: Monday-Thursday 9:00 AM- 7:45 pm; Friday & Saturday 9:00 AM-4:45 PM. All meetings must adjourn 15 minutes prior to closing and the room must be returned to original condition.

- I agree the above organization is a not for profit organization and I have received no profits nor solicited any donations, services, or property as a requirement of attendance.
- As an authorized adult representative of the above organization, I hereby apply for the use of the meeting room as indicated above. I have read the polcies and rules governing the use of the meeting facilities and agree to abide by them. **I understand that misrepresentation by any applicant concerning the sponsors, content, purpose activities and/or audience of any scheduled event will be cause for barring use of the space by that applicant and group.** I understand the library has the right to cancel confirmed reservations if it conflicts with a library program.

Signature _____ Date _____

Please note: Meeting room reservations are not confirmed until this completed form has been reviewed and approved by designated library personnel.

Appeal Process: Groups or individuals who are denied use of a library meeting room may appeal in writing to the Library Director. Mailing address: 120 Academy St. Trenton, NJ 08608

Library Use Only. Do not write below this line.

Approved

Denied

Reason for Denial _____

Updated 2/19/14

Signature _____

Title _____

Date _____

TRENTON FREE PUBLIC LIBRARY
MEETING ROOM QUESTIONNAIRE

Please answer the following:

- 1) Will a library card holder in good standing at least 18 years of age, be present during the entire use of the library meeting rooms? Yes No
- 2) Will Children be a primary audience? Yes No
If Yes: Will the group abide by the following ratio for supervision 1 adult: 5 children under the age of 7 and 1 adult: 10 children over the age of 7. Yes No
- 3) Will the meeting be a traditional sit-down meeting. Yes No
If No: Provide a separate sheet of explanation detailing the activities you have planned
- 4) Will your meeting require any special set-up or rearrangement of the meeting room (tables/chairs)? Yes No
If Yes: Provide a separate sheet of explanation detailing the arrangement
- 5) Has your group used the meeting room previously (either with or without you)? Yes No
If Yes: Provide a separate sheet of explanation detailing the previous usage
- 6) Does your meeting require any discretion or privacy? Yes No
If Yes: Provide a separate sheet of explanation detailing the need.
- 7) Is your meeting open to the public? Yes No
- 8) Will your meeting charge an admission fee? Are tickets or reservations being taken before hand? Yes No
- 9) Will your group make any product or service presented available for sale at or after the event? Yes No
- 10) Will your group solicit funds or donations from the attendees? Yes No
- 11) Is your group a commercial entity? Yes No If Yes- What is your service or product?

- 12) Is your group a political entity? Yes No If Yes- What is your groups affiliation or purpose? _____
- 13) Will you be handing out any material or documents identifying your entity? Yes No
If Yes- attach.
- 14) Will your group be bringing/providing any food or drink? Yes No Please list:

- 15) Will you be using the meeting room to (circle) host a speaker / make a presentation / provide information on a specific topic/ other? Please detail:

- 16) What is the purpose of your meeting?

