

Policy
Bernardsville Public Library
Community Room Use
Revised April 17, 2018

The Community Room is available to organizations engaged in educational, cultural, informational, intellectual, governmental/civic, or charitable activities. Library-sponsored activities shall have priority at all times. The meeting room facilities will be made available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. Use of the Library Community Room does not imply endorsement by the library staff or the Trustees of the viewpoints presented. Meetings will be scheduled on a first come, first served basis. The Bernardsville Public Library Community Room is handicapped accessible.

The Community Room may be reserved for up to three hours during regular Library hours according to the following schedule:

Hours	Local, non-profit organizations (First library meeting per year is free.)	Non-local, non-profit organizations	For-profit organizations
Days (10 AM -5 PM)	\$25 - half room	\$50 - half room	\$175 - half room
	\$50 - whole room	\$75 - whole room	\$225 - whole room
Evenings (5 PM – 9 PM)	\$40 - half room	\$70 - half room	\$175 - half room
	\$80 - whole room	\$100 - whole room	\$225 - whole room

To qualify for the local schedule, the organization must be located in Bernardsville or have a substantial number of Bernardsville residents as members.

Attendance is limited to 35 persons for half the room and 85 for the whole room.

Evening meetings must end by 8:45 pm.

No admission fee, registration fee, donation or monetary solicitation may be sought from meeting attendees, unless the Library co-sponsors the program.

Reservation procedures and fees may be altered only at the discretion of the Library Director. All reservations are subject to cancellation at the discretion of the library director.

The following must be completed and delivered to the Library no less than 30 days before the scheduled event/use of the Room:

- Room Reservation Form. This form confirms the room reservation and includes a Hold Harmless Agreement and an acknowledgement of library policies and procedures. The initial reservation may be made by telephone; the caller should request Side A (with pantry), Side B, or the whole room. When the Community Room is to be used by minors, the Room Reservation Form must be completed by an adult who agrees to be present and will assume responsibility for the conduct of the meeting.

- Certificate of Insurance. Please note that the Borough requires that this "Certificate of Insurance shall be written with a company maintaining a rating of at least "A-", according to A.M. Best's. Said policy shall be in the amount of not less than one million dollars (\$1,000,000) per occurrence." Bernardsville Public Library and the Borough of Bernardsville must be listed as additional insureds on the Certificate of Insurance. Small not-for-profit organizations may request a waiver of this insurance requirement.
- Check made out to Bernardsville Public Library.

Smoking is not permitted in the Community Room or anywhere in the Library.

Food and beverages may be served provided that all evidence of food is removed from the premises before leaving, the pantry is cleaned, and all trash is properly bagged and discarded in the Library dumpster. A refundable deposit of \$100 is required for groups wishing to serve refreshments of any kind. This deposit will be returned within 24 hours, once it has been determined that the meeting room has been left in good condition. No food or beverages may be stored at the Library. The serving of alcoholic beverages is strictly prohibited.

Preparation of the room for the meeting and clean-up following the meeting are the responsibilities of the group requesting use of the room. The group will also be responsible for any damage to Library property. After each meeting, all furniture must be returned to its original arrangement and the room left in the condition in which it was found. Failure to do so may result in revocation of room reservation privileges.

The library staff is not responsible for the supervision of children while adults are attending meetings. A copy of the Policy on Unattended Children may be obtained from the Library.

The Library is not responsible for lost or stolen items.

Groups holding regular meetings at the Library must complete a Room Reservation Form at the beginning of each year at which time the fee will be determined. However, either party has the right to terminate this agreement upon 30 days of written intent to do so.

BERNARDSVILLE PUBLIC LIBRARY

1 Anderson Hill Road, Bernardsville, NJ 07924

COMMUNITY ROOM RESERVATION FORM

Date _____

Name of Organization _____ Non-Profit For-Profit

Name of Contact Person _____ Position in Organization _____

Address _____

Phone _____ (Day) _____ (Eve)

Email _____

Program Information:

Date(s): _____ Hours: _____

Type of Activity: _____

Expected Attendance: Adults _____ Children _____ Will refreshments be served? _____

Requested: _____ Side A (pantry) _____ Side B _____ Whole Room

Room Rent: \$ _____

Attendance is limited to 35 persons for half the room and 85 for the whole room.

We have read and agree to abide by the Bernardsville Public Library's policies and procedures governing the use of the Library's Community Room. We also agree to defend and hold harmless and indemnify the Borough of Bernardsville and any of its employees or agents from any claims, suits, or other actions arising from, caused by, or which are the result of any alleged act or omission of any organization, corporation, guest, invitee, licensee, visitor or other person present on the Library premises for the purpose of participating in, organizing, assisting, enjoying, supervising or in any other way furthering the activity to be held (as described above) on the date(s) listed above.

The undersigned is authorized to execute this agreement on behalf of this organization.

Signature of Applicant _____ **Date** _____

Title _____

Please return this completed form to the Library, no less than 30 days before your scheduled use of the room, along with:

____ Certificate of Insurance, \$1,000,000 or more (if applicable)

____ Check payable to the Bernardsville Public Library (if applicable)

If you have questions, call Madelyn English at 908-766-0118.

Approved: _____ **Date:** _____

A copy of this application will be mailed to you as confirmation if requested.