

**Policy**  
**Bernardsville Public Library**  
**Small Meeting Room / Children’s Homework Center Reservations**  
*Revised April 17, 2018*

The Children’s Homework Center (hereafter called Small Meeting Room) is made available at specific times to organizations engaged in educational, cultural, informational, intellectual, governmental/civic, or charitable activities. Library 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 Small Meeting 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.

**Reservation Procedure:**

Available hours are Mondays through Fridays 10 AM – 2 PM. Library-related and library-sponsored meetings may be allowed at other times.

The Small Meeting Room may be reserved according to the following schedule:

Local, non-profit organizations (First library meeting per year is free.)	Non-local, non-profit organizations	For-profit organizations
Free	\$25	\$60 per hour

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

Attendance is limited to a maximum of 8 persons.

The following must be completed and delivered to the Library no less than 5 days before the scheduled 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.
- **Check** (if applicable), made out to the Bernardsville Public Library.
- **Certificate of Insurance** for \$300,000 (if applicable) naming Bernardsville Public Library and the Borough of Bernardsville as additional insureds. Small not-for-profit organizations may request a waiver of this insurance requirement.

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

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.

Food and drink are not permitted in the Small Meeting Room without permission.

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.

# BERNARDSVILLE PUBLIC LIBRARY

1 Anderson Hill Road, Bernardsville, NJ 07924

## Small Meeting 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 \_\_\_\_\_

Room Rent: \$ \_\_\_\_\_

Attendance is limited to 8 persons.

---

**We have read and agree to abide by the Bernardsville Public Library's policies and procedures governing the use of the Library's Small Meeting 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 5 days before your scheduled use of the room, along with:

\_\_\_ Certificate of Insurance (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.*