



MEETING ROOM POLICY

The Washington Township Free Public Library welcomes the use of its meeting rooms for local community non-profit organizations who agree to observe the library rules and whose activities do not discriminate based on race, color, national origin, sex, religion, sexual orientation, age or disability. Rooms are available to groups regardless of the beliefs or affiliations of their members.

Meeting rooms may not be used for profit-making ventures or by representatives of profit-making companies and/or organizations to market such ventures or otherwise advertise or sell their goods and services

Priority will be given to library-sponsored events and activities, other municipal functions and then to use by local community non-profit organizations.

This policy pertains to non-library sponsored events and activities only.

Room Reservations

If you would like to reserve a meeting room, please contact the Library at 908.876.3596 or info@wtpl.org to be sent an application form.

All applicants must submit a current certificate of insurance before their application is approved.

In order to provide equal access to the space, the number of meetings of an individual group may be limited.

Recurring reservations may be accepted for up to 3 months, if space is available.

The meeting rooms may only be reserved for when the Library is open. All meetings must end 15 minutes before the Library closes.

If a group needs to cancel a meeting, it should notify the Library as soon as possible.

Physical Space Rules

The number of participants or attendees at any meeting shall not exceed 53 persons in the Meeting Room or 15 persons in the Small Meeting Room.

Audio visual equipment is available for use by groups. The request for use of AV equipment must be made in advance and the equipment will be handled by library staff only. Groups may also use their own equipment and must make that clear when applying for use of the room. The library is not responsible for incompatible technology.

Programs must not disrupt the use of the Library by others. Persons attending meetings are subject to all Library rules and regulations and may be asked to leave if they do not abide by them.

The applicant is responsible for maintaining proper order on the part of all participants and adhering to all applicable state, federal and municipal regulations.

Meetings must have at least one adult who is responsible (an adult is a person 18 years of age or older).

No food or beverages may be served or eaten in the meeting rooms.

At the conclusion of the event the meeting room(s) must be restored to order, this includes the sanitizing of tables and chairs.

Additional Rules for the Use of Meeting Rooms

Parties, showers, memorial services and other receptions cannot be held in the library.

Meeting rooms may not be used for a political rally or a campaign for or against a specific ballot issue or candidate. However, a meeting room may be used for a forum or study group on a political issue.

Meeting rooms may not be used to provide a direct healthcare service, including an examination, a hands-on demonstration, or a treatment. However, a meeting room may be used for a forum on or the sharing of information about healthcare services.

Neither the name, nor the address of the Library may be used as the official address of the group. No advertisements for an event may be posted in the Library without the prior approval of the Director. Permission to use the meeting room(s) does not in any way constitute endorsement of any particular organization's policies or beliefs

The group agrees to indemnify and hold harmless the Washington Township Public Library, its Board and employees from any loss damage, liability, costs and/or expenses that may arise during or be caused in any way by use of the Library facilities.

Damage to Library property beyond ordinary wear and tear will be charged to the sponsoring group.

Denial of Meeting Room Privileges

Groups that fail to follow the above regulations may lose the privilege of scheduling space in the future.

The library reserves the right to revoke permission to use the meeting rooms.

The Board of Trustees reserves the right to amend these regulations at any time and to limit the number and frequency of public meetings.