

## **MORRIS COUNTY LIBRARY MEETING ROOM POLICIES AND REGULATIONS**

- The library's facilities are open to organizations engaged in educational, cultural, intellectual, or charitable activities. Meetings may not be used for sale or promotion of products or services, except in conjunction with a library program. Names of participants cannot be collected by program presenters for later financial gain. Meetings cannot be held with the intention of generating revenue.
- All applications for the use of the Library Meeting Rooms must be made by a Morris County resident on the form provided by the library and submitted to the Administration Office.
- Library functions and Library related activities have priority over any and all non-library uses. The library may cancel or amend the length of any reservation according to its discretion for reasons, including but not limited to, unsafe conditions or failure of necessary equipment; substitution of Library or County activity for other; improper use of facilities on a prior occasion.
- The Public Meeting Room has chairs for 80 people. The Conference Room has seating for 22.
- Advertisement of an event may not be posted on the premises without prior approval of Library personnel.
- Smoking is prohibited in all parts of the building. The use or presence of intoxicating drinks or drugs is prohibited in the building and on the grounds.
- The sponsor agrees to indemnify and save harmless the Morris County Library, its officers, employees and agents 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 and equipment by the sponsor or invitees of the sponsor. Damage to the Library property, beyond ordinary wear and tear, will be charged to the sponsor. There must be no nailing to floors, walls, or fixtures, and the building equipment must not be marked or defaced in any manner. Use of open flames or candles in the meeting rooms is prohibited.
- All members of the organization and public must vacate the facilities by 8:45PM Monday-Thursday and 4:45PM Friday and Saturday. The building opens at 9AM Monday-Saturday. The library is closed on Sundays.
- Supplies may not be stored at the library for groups using the meeting room on a regular basis. At the conclusion of the event the sponsor shall promptly clean up any debris and remove from the premises all materials and equipment provided by the sponsor. The library shall not be responsible for receipt, storage or disposal of equipment or supplies furnished by the sponsor. The library shall not be responsible for loss or damage to property of the sponsor or invitees of the sponsor. Sponsor and its invitees shall bear the risk of any property brought into the library.
- The library reserves the right to designate an event monitor to observe all aspects of the event, including personnel assigned and to assume compliance with the Morris County Library Meeting Room Regulations.
- Programs may 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 sponsor is responsible for maintaining proper order on the part of all participants and adhering to all applicable state, federal and municipal regulations. Meetings will always have present at least one adult who is responsible (an adult is a person 18 years of age or older).
- If an organization or group needs to cancel a reservation, it should notify the library a minimum of 24 hours in advance.
- Each organization must clean up the meeting room and return it to the condition in which it was found. All garbage is to be bagged in plastic bags and all recycling materials are to be source separated.
- No admission fee may be charged. All meetings must be open to the general public and attendees at any meeting are not required to be members of the sponsoring organization or group.
- Meeting space will not be provided for social gatherings or events.
- Groups that fail to follow the above regulations may lose the privilege of scheduling space in the future.
- The County Commissioners or the Director of Library Services reserves the right to amend these regulations at any time and to limit the number and frequency of public meetings.