

ROOM USE/RENTAL APPLICATION FOR SOUTH BRUNSWICK PUBLIC LIBRARY FACILITIES

- Note:** ⦿ This application must be submitted at least 2 weeks prior to requested date. An application must be complete and signed and insurance certificate must be attached or on file before a reservation will be confirmed. Applications can be dropped off in person at the Information Desk, emailed to outreach@sbpl.info or sent by mail to the attention of the Outreach Department.
- ⦿ The library will assign the appropriate room based on information provided on this application. The library does not agree to provide publicity, preparations, reservations or assistance at the time of an event.
 - ⦿ A rental fee (see separate schedule) may be required. Checks, made payable to the *South Brunswick Public Library*, can be mailed or dropped off at the library no later than one week prior to the scheduled event, attn: Outreach Department.

APPLICANT (Please Print)

Organization Name _____ Date of Application _____

Phone Number: _____ Website: _____

Address: _____ City/State: _____ Zip: _____

EVENT: Library Hours: Mon.-Thurs: 10 am-9 pm; Fri.: 12-6 pm; Sat. 10-5 pm; Sun.: 1-5 pm – Programs can only be scheduled when the library is open and the room must be completely vacated by all members of the group 15 minutes before the library closes.

Date(s) Requested _____ Time Requested: Start _____ End _____

Purpose/Nature of Use _____

Is there a fee of any kind to attend? Yes No If yes, how much? _____ (Max. \$12.00 materials fee)

What is the purpose of the fee? _____

Number expected to attend: Adults _____ Young Adults (10-18) _____ Children (4-10) _____ Children (0-4) _____

Will refreshments be served? Yes No (*Note: Cooking and/or open flame is not allowed on Library premises.*)

Special requests: Projection Screen Sink (*Note: Other equipment available for a fee; see separate application.*)
The Library will not provide audiovisual equipment without a fee. Availability of equipment is not guaranteed.

CONTACT

Name: _____ E-mail: _____

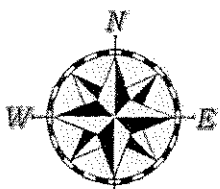
Address: _____ City/State: _____ Zip: _____

Phone Day: _____ Evening/Cell: _____

A SIGNED HOLD HARMLESS STATEMENT AND A CERTIFICATE OF INSURANCE IS REQUIRED FOR ALL EVENTS INDEMNIFYING THE SOUTH BRUNSWICK PUBLIC LIBRARY AND SOUTH BRUNSWICK TOWNSHIP.
I/We indemnify and hold harmless the South Brunswick Public Library and assume the risks of all conditions existing in the area covered by this permit, and shall assume liability for loss, damage or injury sustained by any person whatsoever by reason of negligence of the person, and agree that the use of said premises identified above shall be used exclusively for the sole purpose stated above. In addition, I/We assume all responsibility for the conduct of all participants during meetings and activities and any damages to equipment and the building. I/We have read and agree to abide by the rules and regulations as set forth by the library board of trustees.

SIGNED: _____
Signer agrees to be the responsible party and must be at least 18 years of age

TITLE/POSITION: _____
Signature acknowledges receipt of and willingness to comply with the rules.



South Brunswick Public Library
110 Kingston Lane, Monmouth Junction, NJ 08852

In-house use only	
App Rec'd:	_____
Ins. Rec'd:	_____
Approval status:	_____

South Brunswick Public Library Room and Equipment Rental Fees

Library Meeting/Program rooms can be rented for the following time blocks only:*

TIME BLOCKS

Day	Morning	Afternoon	Evening
Monday – Thursday	10:00 a.m. – 2:00 p.m.	2:00 p.m. – 6:00 p.m.	6:00 p.m. – 8:45 p.m.
Friday	N/A	12:00 p.m. – 5:45 p.m.	N/A
Saturday	10:00 a.m. – 1:30 p.m.	1:30 p.m. – 5:45 p.m.	N/A
Sunday	N/A	1:00 p.m. – 4:45 p.m.	N/A

*or any portion thereof

Two consecutive time blocks can be rented, where possible, up to a maximum of 8 hours.

ROOM RENTAL FEES

Room(s)	1 Block	2 Blocks	Capacity
Program Room 1A <u>OR</u> 1B	\$50	\$100	Up to 20 people
Program Room 1A <u>AND</u> 1B, Meeting Room A <u>OR</u> B, Program Room 2	\$65	\$125	Up to 40 people
Meeting Room A <u>AND</u> B	\$100	\$200	Up to 90 people

(Larger capacity room may be offered, at the higher price, if smaller rooms are not available)

EQUIPMENT RENTAL FEES (Availability of equipment not guaranteed)

Item	1 Time Block	2 Time Blocks
Video Projector	\$60.00	\$100.00
Large Screen TV with DVD player	\$20.00	\$30.00
Video Player (VCR)	\$10.00	\$15.00
Speakers	\$10.00	\$15.00
Podium with Stationary Microphone	\$25.00	\$40.00

PAYMENT

Payment is due 2 weeks prior to the event.

Checks made payable to *South Brunswick Public Library* should be delivered to the Information Desk or mailed to:

Outreach Department
South Brunswick Public Library
110 Kingston Lane
Monmouth Junction, NJ 08852

Refunds will be available in the event of cancellation by either party.

There will be a \$30.00 fee for any returned checks.



South Brunswick Public Library Meeting and Program Room Policy - Usage Rules and Regulations

The South Brunswick Public Library, in keeping with its mission, offers meeting room space as available for public programs that meet the following criteria. The program must be a) given by South Brunswick community individuals or organizations b) open to the general public; c) of broad interest to and for the benefit of the general public; d) of an educational, cultural or civic purpose; and e) offered without an admission fee. If these criteria are met, the room will be available for no cost. Qualified community service organizations whose membership is comprised primarily of South Brunswick residents (such as scout troops and parenting support groups) will also be granted free use of the facilities. If these criteria are not met, a room may be available for a rental fee.

Free use of a Library Meeting Room will not be authorized for the commercial benefit of private individuals, or profit-making purposes. Solicitation of money (including admission charges, dues, donations or sales) is prohibited.

Use of a meeting room at the library is obtained by submitting a written request form (see below). All requests must be approved by library administration. South Brunswick Public Library (hereafter referred to as "The Library") programs and functions have first priority for the use of library facilities. Reservations for a room in the library are not guaranteed; the library reserves the right to reschedule any meeting if a conflict in time or date should occur. The Library reserves the right to assign or relocate a group to any meeting room that meets the requirements submitted on the application.

Room Use/Rental Application Process

To use a meeting room at the library, applicants must submit a Room Use/Rental Application no later than two weeks prior to the requested date. The form, along with these Room Use Rules and Regulations and the Room and Equipment Fee Schedule, can found on the library website at www.sbpl.info under Services>Reserve a Meeting Room. The form can be submitted in person at the Information Desk in the library, by email to outreach@sbpl.info or by mail to South Brunswick Public Library, 110 Kingston Lane, Monmouth Junction, NJ 08852 to the attention of the Outreach Department.

Meeting Rooms are available for free for programs that meet the criteria listed above. Programs (by non-profit and for-profit organizations alike) that do not meet the criteria for free use of the library can apply to rent a room.

Where scheduling conflicts exist, priority will be given as follows: 1) Library programs; 2) Library affiliated programs; 3) Township organizations; 4) Non-township organizations whose service area incorporates South Brunswick township and 5) Other

All paperwork must be complete, signed and received by the library before the designated room will be officially reserved and the time and date put on the calendar.

General Room Use Rules and Regulations

These regulations apply for all uses of the library - for approved no-fee use of the library and for the rental of a room.

1. Use of library meeting rooms is limited to the type of meeting or activity stated on the application.
2. The meeting rooms at the South Brunswick Public Library are available for use only during the hours the Library is open.
3. Groups using a Library Meeting Room are required to end their meetings 15 minutes prior to closing.
4. No public area of the Library will be designated for meetings and no specific areas can be shut off from public access to conduct a meeting.
5. Use of each meeting room is restricted to the maximum legal capacity for each room. Should the number of attendees exceed the number designated at the time of application or the legal capacity of the room, the Library reserves the right to deny access to the Library facility.
6. Smoking, alcoholic beverages, illegal substances or activities, open flames (or cooking) and live animals (except service animals) are not permitted on library property.
7. A one time maximum \$12.00 per person materials fee is allowable with written approval by the Library Administration.
8. The group will be held responsible for any damage to, or theft of, library property.
9. Applications will be accepted on or after September 1 for available dates January through June of the following year and on or after March 1 for available dates July through December of the same year. A new application must be submitted each year.
10. Groups may reserve a meeting room on weekdays, evenings or weekends only once each month due to high demand.
11. Any group using a meeting room is expected to conduct its proceedings in a quiet, orderly manner, not disruptive of normal library functions.
12. The Library will not store items for groups using the meeting rooms. The Library is not responsible for damage to, or loss of, personal items used or left in the meeting rooms.
13. At least one adult must be present at any meeting attended by minors. At all assemblies of children under the age of 4, there must be one adult per child. For groups of children aged 4-10, there must be one adult for every 5 children. The Library staff will not be responsible for the supervision of children while adults are attending meetings in the Library.
14. Groups are responsible for notifying the Library of the cancellation of any meeting or program. The Library reserves the right to refuse future bookings to groups that

consistently fail to appear on scheduled meeting dates or do not abide by the above policies.

15. The organizational representative signing this form must be over 18 years of age and in attendance to conduct and/or monitor the meeting. The representative may appoint a designee from the organization to attend in his/her place if he/she is unable to attend. The Library must be given prior notice of the designee's name, title, address and telephone number.
16. The Library grants an organization use of a designated room only and does not agree to assist in publicizing the event, to prepare for the event, to sign-up attendees or take reservations for the event or to attend or assist at the actual event.
17. Preparation of the room, including the set-up and take-down of chairs and tables, and clean-up following the meeting are the sole responsibility of the group requesting use of the room. Trash must be bagged and removed from the premises at the end of the meeting and the room must be left clean and orderly. The library reserves the right to charge a clean up fee ranging from \$25.00-\$50.00. The group will also be responsible for any damage to library property.
18. All publicity for non-library sponsored meetings must clearly indicate the name of the sponsoring agency. Any purposes, objectives or views of groups using meeting rooms shall not be advertised in a way to suggest that the Library endorses them.
19. The organization may not hang posters, banners, signs or flyers of any kind on the Library premises without approval and written permission of the Library Administration. One (1) flyer, no larger than 8 ½ x 11," with a contact name and phone number for the organization, may be given to the Library for posting on the Community Information Bulletin Board only and multiple copies may be provided for distribution from the Community Information Pamphlet Rack only. These posters and flyers will not be posted earlier than one month prior to the date of the event.
20. No decorations attached to floors, walls or ceilings are allowed. If discovered to have been used, a minimum damage fee of \$50.00 will be assessed to the organization.
21. An insurance waiver will be required for the use of the Library facilities by all non-Library affiliated organizations or entities. Supplemental insurance of exceptions may be required upon review. A group member's homeowner's policy waiver is sufficient for an organization that does not carry insurance. A current insurance certificate must be submitted with the Application Form, or be on file with the Library, before a reservation is confirmed.
22. Some audiovisual equipment can be rented for use in the library; availability is not guaranteed. (See fee schedule.) No set-up, training or assistance with the equipment is available either in advance or on the day of the event. Groups will be held responsible for any damage to, or theft of, Library property.
23. All fees for room or equipment rental must be submitted no later than one week prior to the use of the room. Checks should be made payable to *The South Brunswick Public Library* and dropped off at the Information Desk or mailed to the library to the attention of the *Outreach Department*.

The above rules and regulations are available to applicant at the time of registration and will be considered to have been read and understood by all applicants. Failure to abide by these regulations may result in the withdrawal of meeting room privileges.

The Library Board of Trustees reserves the right to waive regulations at their discretion.

Proposal to Offer a Program in Partnership with the Public Library

The library welcomes persons or organizations to partner with the library to offer programs to the general public. As a Partner, the Library will provide a meeting room at no cost, will assist with publicity and promotion of the program and will, if possible, assist with set-up of the facility on the day of the event. Any person who wishes to present a program at the library should complete and submit a **Program Proposal Application** (which can be found on the library webpage under About Us>Get Involved>Propose a Program). The proposal needs to be submitted at least two months prior to the proposed date of the event in order to get adequate publicity. To be included in the Library bi-monthly *Compass* newsletter, the program must be booked by the newsletter deadline as follows:

Compass Issue Date	Deadline for Event Information
January/February Issue	December 1
March/April	February 1
May/June	April 1
July/August	June 1
September/October	August 1
November/December	October 1

The form can be submitted in person at the Information Desk in the library, by email to outreach@sbpl.info or by mail to the attention of the Outreach Department.

The nature and content of the program should be described and preferences to date and time should be noted. A representative from the library will contact the applicant to discuss the necessary arrangements for the program. The Library reserves the right to accept or reject a Program Proposal.

Right to Cancel

Either party may cancel this Agreement with written notice to the other. In order for a refund of any deposits to be returned to the applicant, the written notice must be received by the library no later than 48 hours prior to the date of the event. In the event of inclement weather (or other non-preventable occurrences) the deposit will be refunded without the required 48 hour notice.

Hold Harmless Statement

This application must be signed by an authorized representative of the organization, at least 18 years of age, who is a South Brunswick resident or property owner or by an authorized representative, at least 18 years of age, of the applying South Brunswick area based business. A hold harmless statement along with proof of insurance is required for all events indemnifying South Brunswick Public Library and the Township of South Brunswick. See application.