

Westfield Memorial Library Meeting Room Rental Agreement



Today's Date _____	
Organization Name _____	Phone Number _____
Organization Address _____ <i>Westfield only</i>	
Authorized Representative _____	
Address & Phone Number <i>if different from above</i> _____	
Westfield Library card number _____	
Meeting Date Requested _____	Nature of Meeting _____
Meeting Time Set up will begin at _____	Clean up will end at _____
Projected Attendance: _____	Nature of Meeting _____
\$50.00 usage fee for first 2 hours ____ (<i>\$25.00 for each additional hour</i>)	
The following seating and table arrangements are desired: (<i>A diagram can be drawn on the back of this sheet.</i>)	
Set up required _____	

RENTAL CHARGE

Room Charge _____

Equipment Charge _____

Other charges _____

TOTAL COST _____

Please submit completed application form to the Library Director at least two weeks prior to your requested meeting date at Westfield Memorial Library, 550 East Broad Street, Westfield, New Jersey 07090-2197. You may also fax it to 908-789-9523 or email it to pisrael@wmlnj.org. Once your meeting room request is approved, you must send a check payable to Westfield Memorial Library for the total rental cost to the attention of the Library Director.

I have completely read and fully understand the policies, rules, and disclaimers pertaining to the use of the Westfield Memorial Library meeting room. I agree to be responsible for complying with them and making all payments as called for herein.

Signature

Date

For Office Use Only: Approved Yes No

Method of Payment: CHECK NO. _____ CASH _____	
Total Amount due: _____	Payment Received on _____
Staff Signature _____	Date _____

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Meeting Room Policy

The primary purpose of the Westfield Memorial Library's meeting room is to support library programs and activities. Therefore, library sponsored programs and the programs of the Library's affiliated organizations will always be given first priority in the reservation of meeting room space. Second priority will be given to other municipal agencies of Westfield and official Federal Agencies. Nonprofit community organizations will be given third priority. **A nonprofit community organization is defined for this purpose as an organization based in the Town of Westfield, with a membership of at least 60% Westfield residents engaged in educational, cultural, intellectual, or charitable activities.** (A roster of active members with current address may be requested by the Library Director). The meeting room is not available to organizations based outside of Westfield, commercial enterprises or for private social functions. It may not be used for political or religious meetings. Subject to First Amendment rights, they may not be used for any purposes deemed to be inimical to the interests of the residents of the Town of Westfield.

Reservation of Meeting Room

The Library has one public meeting room--a **Community Room** with a capacity for 100 people, available for reservation by nonprofit community organizations (applicable fees apply).

You may use the reservation form above or get one in the library at the Circulation Desk on the first floor. The application form must be submitted in duplicate to the Administration office in person, by fax at 908-789-9523 or via email at pisrael@wmlnj.org at least two weeks in advance of the requested meeting. Dates cannot be reserved via the phone.

The signer of the meeting room application is responsible for the orderly conduct of the group. In the event of any damage to library property and/or equipment, that individual will be liable. It is also the responsibility of the signer of the meeting room application to inform the Library Administration office if a meeting is cancelled. In order to receive a refund, notice of cancellation must be received at least three days prior to the scheduled event. The Library reserves the right to deny future use of the meeting room to organizations that fail to notify the Library of cancellations or frequently cancel meetings.

Fees for the Use of Meeting Rooms

Meeting room fees will not be charged to Library affiliated organizations or municipal agencies of the Town of Westfield. All other groups will be charged a usage fee and a custodial fee if the event extends past the Library's normal operating hours. Please refer to the Library's Fee Schedule for current costs. All fees must be paid at the time of registration.

Meeting Space Cost			
Community Room	\$50.00 for first two hours \$25.00 each additional hour		
Custodial Fee (after hours)	\$25.00 per hour		
After Hours Usage Fee	\$25.00 per hour		

Hours of Use

The meeting room is available for use during the library's normal operating hours.

Monday-Thursday
9:30 AM to 9:00 PM
Friday
9:30 AM to 5:00 PM
Saturday
9:30 AM to 5:00 PM
Sunday
1:00 to 5:00 PM

Set-up of the meeting rooms will be done by the library personnel prior to the event. The library will not open prior to its normal hours of operation for room set-ups.

The first floor Community Room may also be used after the library closes, if the library director grants advanced approval. After hour users will be charged by the hour according to the Library's current fee schedule. This fee is intended to cover the cost of the necessary additional staff. All regular rental fees will be charged as well. Please refer to the fee schedule for current costs.

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Additional Rules for the Use of Meeting Rooms

The following additional rules apply when using a library meeting room:

- Groups may not use the Library's name, address or telephone as their official address or contact information.
- Groups may not publicize their activities in such a way as to imply Library sponsorship. All publicity must explicitly state that the Westfield Memorial Library does not endorse the policies, beliefs, or activities of the sponsoring group.
- The meeting room is to be used for the stated purpose only.
- Groups may not charge admission fees for a meeting room event.
- Individuals may not smoke, consume alcoholic beverages, or cook in the meeting rooms.
- Modest refreshments may be served by prior arrangement. (The organization must furnish its own refreshments, cups, plates, silverware, and the like and leave the room in good condition.)
- Groups may not hang signs, posters, displays or other decorations in the meeting rooms.
- If the room is to be used by minors, application must be made by an adult who will attend the meeting and be responsible for the conduct of those present.
- Bingo and other games of chance are not permitted.
- **Use of the meeting room shall not conflict with normal Library operation or with Library sponsored meetings, programs, or activities. The Library will not open for room set-up prior to 7:30 am.**
- Groups will adhere to the Library Code of Conduct and keep noise levels consistent with the proper atmosphere of the Library at all times.
- Current insurance requirements necessitate the submittal to the Library of an insurance certificate substantiating liability coverage in the amount of \$1,000,000.

Denial of Meeting Room Privileges

No group will be permitted use of a meeting room if that use poses a potential disturbance to the normal operation of the Library (e.g. excessive noise, a safety hazard, or a significant security risk). The Library Director may also deny the use of meeting rooms to groups that violate meeting room policies.

Rights Reserved

1. The Board of Trustees reserves the right, at its sole discretion, to waive any provision contained herein, and to modify or revoke any permission for use previously granted by the Director or his representative.
2. The Board of Trustees reserves the right to amend or cancel any or all of these provisions at any time.

Disclaimers

Permission to use a meeting room does not imply Library endorsement of the goals, policies or activities of any group or organization.

The Library is not responsible for loss or damage of equipment, supplies, materials or any personal property owned by those sponsoring or attending meetings at the Library. In addition, the Westfield Memorial Library Board, the Town of Westfield, its officers, agents and employees are not to be held liable for any and all claims of injuries, including death, damages or loss, which may arise in connection with a meeting held on library property.