

MEETING ROOM POLICY 2023

GENERAL PRINCIPLES

The Westwood Free Public Library has two meeting rooms: the Downstairs Meeting Room, located on the lower floor of the Library and the Upstairs Meeting Room, located on the main floor of the Library.

The use of the meeting rooms is primarily for programs sponsored by the Library, the Pascack Valley Literacy Program, and the Friends of the Westwood Public Library.

SCHEDULING USE OF THE ROOMS

When Library activities are not scheduled, *Westwood community and non-profit groups* engaged in educational, cultural, intellectual, charitable, or social activities may schedule to meet in these rooms.

The meeting rooms may be used only during normal Library hours. No meetings are permitted after hours. All meetings must be open to the public and Library staff. Persons using the rooms are responsible for setting up and breaking down the room when finished. No undue burden shall be placed upon library staff for room clean-up.

Only light refreshments with permission may be served during scheduled use.

All meetings must be supervised by an adult. Children's groups using the room will need one supervising adult for every 10 children in attendance.

When the Upstairs Meeting Room is not scheduled, individuals, tutor pairs or small groups may use the room for up to one hour on a walk-in basis. Individuals need to check in at the front desk to request use. Walk in use is limited to meetings or quiet study, there is no other activity permissible. No food or beverages are permitted during walk in use..

An Application Form and Liability Waiver must be signed by an authorized officer or agent of the group and received by the Library prior to use of the room. Applications are not transferable.

The library meeting rooms may not be used for any commercial activity. Written applications must be approved before any use is permitted. Organizations do not have to permit non-members to speak, interrupt, or disrupt their programs and presentations. They do have to permit the public to attend, observe, and learn.

The Library does not advocate nor endorse the viewpoints expressed by meeting room users.

RESERVATIONS

Use of the meeting room shall be arranged in advance. No group may meet more than once a month. The library reserves the right to pre-empt reservations if the meeting room is needed for library purposes.

CAPACITY

The maximum occupancy for the Downstairs Meeting Room is 100 for standing, 75 for chairs arranged auditorium style, and 40 seated at tables. The maximum capacity for the Upstairs Meeting Room is 30 seated, chairs only and 15 seated at tables.

RESTRICTIONS

Smoking, gambling, and the consumption of alcoholic beverages are not prohibited in the meeting room and all other areas of the library and premises. The meeting room must be vacated 15 minutes before the library closes.

FEES

No admission fee may be charged for a program or event. Exceptions include fees that are used for the purchase of supplies used during a program, such as a craft workshop. Such fees shall not prevent a person from attending a program.

LIABILITY AND INSURANCE

A certificate showing liability insurance coverage with limits of not less than \$1,000,000.00 must be filed with the application for use of the library meeting rooms. The Borough of Westwood/Westwood Free Public Library must be included as an additional insured.

MEETING ROOM POLICY FOR FOR-PROFIT ENTITIES

In the spirit of goodwill, business leaders in the community may wish to share their knowledge for educational purposes to establish or maintain their standing in the community. While it is recognized that additional business may result indirectly from conducting such a session, the meeting room shall not be used for the primary purpose of soliciting or conducting business. For-profit businesses will not be permitted to use the meeting room until they have applied for and received approval from the Board of Trustees. Approval will be dependent on meeting the following criteria:

1. The presenter will complete an application and submit it to the Board of Trustees for approval.
2. The primary purpose of the meeting should be educational or cultural in an area where the presenter can be deemed an expert on the subject.
3. The presentation must be appropriate for the community of Westwood.
4. No direct soliciting is permitted.
5. Presentations of an artistic nature are permitted to sell ancillary items.
6. Presenters may not solicit personal information from attendees.
7. Advertisements for the meeting should explicitly state that the session is for educational/cultural purposes and that business will not be directly solicited at the meeting.