

## BERNARDS TOWNSHIP LIBRARY

### GUIDELINES FOR USING PROGRAM ROOMS

Guidelines for using the Library meeting rooms are based on the Use of Program Rooms by Community Groups and Organizations Policy, adopted by the Library Board of Trustees on 01/29/14 and are as follows:

- 1) The Bernards Township Library (BTL) offers use of its Program Rooms to local groups and organizations that promote cultural, artistic, educational, civic, governmental and other community interests.
- 2) Any group wishing to reserve the use of a Program Room **must operate as a non-profit and may not charge attendees a fee.**
- 3) **Program Rooms must be reserved by a Bernards Township resident and BTL cardholder who will be the Designated Responsible Representative (DRR) for the group/organization.**  
A Program Room Use Application should be completed by the DRR, signed and submitted to BTL's Administrative Assistant at least 2 weeks prior to the requested date.
- 4) Meetings must be open to the general public and must be scheduled and concluded within BTL's normal business hours.
- 5) Meetings which are social in nature or intended to generate business opportunities for the sponsoring organization will not be accommodated.
- 6) Library programs and Township meetings take priority over other meetings and, to ensure equitable access by all qualified groups and organizations, BTL may limit the number of occasions on which a meeting room may be used by a group or organization.
- 7) Meeting announcements and other promotional materials may note that the meeting's location is at BTL, but may not suggest that the group or organization is affiliated with BTL, that BTL is a sponsor of the event or that BTL endorses the content of the program or views of the speaker, performers or participants.
- 8) BTL's Director and Program Coordinator are responsible for the administration and interpretation of these guidelines and may waive certain requirements or impose others when necessary or desirable to do so.
- 9) The DRR must be present at the event(s) and will be responsible for ensuring the organization/group and all attendees comply with:
  - these Guidelines
  - BTL's "Patron Behavior Policy" (on reverse side)
  - Bernards Township Ordinance on Alcoholic Beverages (§3-16.2 a.) "No person or group shall bring into, possess, sell, buy, consume or give away any alcoholic beverage in any municipal property within the Township of Bernards."
  - Bernards Township Ordinance on Tobacco Products (§3-16.3) "Use of tobacco products is prohibited."
- 10) The DRR is responsible for checking BTL's website on the day of the event to ensure that nothing has occurred which requires BTL to close. No planned events will take place if the Library is closed. The DRR will be responsible for advising invitees.
- 11) Groups holding reservations are requested to notify BTL's Administrative Assistant of any cancellation at the earliest possible date in order to free the room for other use.

- 12) **BTL has a built-in projector in Program Room B which is available to any organization/group which provides its own laptop and adapter if other than VGA connection is required. An AV bag with technical instructions will be supplied on the day of the event. Library staff will not normally be available for technical support at the time of the program.**
- 13) The Program Room must be left in the condition it was in before the event began.
- 14) For BTL's statistical reporting purposes, the DRR must advise BTL's Administrative Assistant on the next business day of the number of persons who actually attended the event.

### **PATRON BEHAVIOR POLICY**

(adopted by the Library Board of Trustees on 11/28/12)

This policy outlines the behavior standards in our library. Any patron not abiding by these standards may be required to leave the Library premises; membership may be suspended or revoked. If illegal and/or unlawful activity is seen or suspected, the Bernards Township Police may be called. This policy is posted in the building.

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The Board of Trustees of the Bernards Township Library has adopted the following guidelines to allow its patrons to have a rewarding experience at the Library. Patrons should:

- Engage in activities associated with the use of a public library.
- Respect the rights of other patrons and staff.
- Refrain from inappropriate activities, including but not limited to:
  - Using audio/video equipment so that others can hear it
  - Prolonged or loud use of a mobile phone
  - Viewing inappropriate websites
  - Bringing animals into the library except those needed to assist a patron with a disability, service animal trainees, or those that are part of Library programs
  - Misusing the restrooms
  - Engaging in disruptive conduct
  - Interfering with another patron's use of the library or with the library personnel's performance of their duties
- Appropriate clothing, including shirt and shoes, is required for all patrons while in the building.
- Limited drinking and snacking is permitted in the Library:
  - Snacks are permitted but not messy or aromatic foods
  - Beverages in spill proof containers are allowed
  - Food and drink pose a potential risk to other patrons and to library collections, equipment and furnishings. We therefore ask that you act responsibly when consuming food and drink in the Library.
  - Library staff reserves the right to request that Library users refrain from eating or drinking or leave the Library if their food is disturbing others.

Questions? Contact BTL's Administrative Assistant: [rooms@bernardslibrary.org](mailto:rooms@bernardslibrary.org) or 908-204-3031 x.110