

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 06/26/19 and are as follows:

- 1) When not hosting library programs, the Bernards Township Library (BTL) may allow use of its Program Rooms to groups and organizations based in Bernards Township and engaged in cultural, artistic, educational, civic, governmental and other community interests. Meeting rooms are booked following these priorities:

Priority 1: Library programs scheduled by the Program Coordinator and events conducted by or for the Library staff.

Priority 2: Events co-sponsored by the Library. These may include municipal, county, state and federal government agencies, the BTL Friends group, or other agencies working on a cooperative project with the Library. Co-sponsorship decisions are made by the Library Director and/or Program Coordinator on the basis of shared interest, responsibility and benefits.

Priority 3: Bernards Township based groups and organizations that are engaged in cultural, artistic, educational, civic, governmental and other community interests. These groups must **must operate as a non-profit and may not charge attendees a fee. Attendees must not be required to be a member of the sponsoring organization or group. Meetings must be open to the general public** and must be scheduled and concluded within BTL's normal business hours. Outside groups may use a meeting room 1 time per month. A Bernards Township resident and BTL cardholder must complete the appropriate application to secure the reservation. The individual who signs the application will be the Designated Responsible Representative (DRR) for the group/organization and will be responsible for ensuring the organization/group and all attendees comply with:

- a. these Guidelines
- b. BTL's "Patron Behavior Policy" (posted in the Library and on the Library website)
- c. 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."
- d. Bernards Township Ordinance on Tobacco Products (§3-16.3) "Use of tobacco products is prohibited."

- 2) Meetings which are social in nature or intended to generate business opportunities for the sponsoring organization will NOT be accommodated.
- 3) Groups whose purpose is to provide programming that mirrors traditional library programming (including but not limited to story times, book groups, artistic and music performances,

demonstrations and workshops, introductory instructional classes and training sessions, lectures and film showings) will not usually be accommodated.

- 4) Meeting announcements and other promotional materials for outside groups 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.
- 5) 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.
- 6) 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.
- 7) Groups holding reservations are requested to notify BTL's Administration Office of any cancellation at the earliest possible date in order to free the room for other use.
- 8) Room setups are not guaranteed. The attendees are responsible to arrange the furniture if necessary.
- 9) **BTL has a built-in projector in Program Room B which is available on request to any organization/group which provides its own laptop and adapter if other than HDMI connection is required. An AV bag and technical instructions will be supplied on the day of the event. Library staff will not be available for technical support at the time of the program.**
- 10) No food is allowed in our meeting rooms.
- 11) The Program Room must be left in the condition it was in before the event began.
- 12) For BTL's statistical reporting purposes, the DRR must advise BTL's Administrative Coordinator on the next business day of the number of persons who actually attended the event.

Questions?

Contact BTL's Administrative Coordinator: rooms@bernardslibrary.org or 908-204-3031 x.110