Meeting Rooms Rental Agreement

Please read this carefully before signing.

PLEASE NOTE: Your signature below indicates that you received a copy of the attached meeting room agreement, have read them and accept and agree to be bound by them.

The East Orange Public Library welcomes the public use of its meeting facilities in keeping with the Library's mission to "enrich our community by providing unlimited opportunities for information, education and recreational needs.

Meeting Room Priority and Scheduling

Please be advised that library sponsored events have priority. When scheduling conflicts exist, priority will be given to Library events and then Friends of Library events and city agencies. If a conflict still exists, preference will be on a first come first serve basis. The Library Director or authorized designee can grant approval within this policy and on proper application, permission to use the East Orange room or another designated meeting room in the library.

Permission to use the East Orange room or another designated meeting room in the library does not imply endorsement of the organization or approval of the program contents by the City of East Orange, the Library, or the Library Board of Trustees.

Meeting Room Rules and Regulations

The East Orange Room can only be used by government, educational, community, business meeting, and non-profit organizations that serve the greater East Orange community. Meeting room use is not intended for individuals.

The East Orange meeting rooms are not available for commercial activities such as selling items, gathering names for future mailings, and educational seminars by commercial companies or for raising money for an organization.

All applicable fire and building codes must be followed. Room Capacity shall not exceed over **150 people** for the **East Orange Room** and no more than **15 persons** in the **Small Conference Room**.

All meetings must conform to all local, state and federal laws and regulations and must be open to the public. Meetings may be restricted to those who meet appropriate and legally acceptable criteria.

All meetings must have an applicant present (at least 18 years or older) who is responsible for the participants attending.

No activities are allowed which create noise or which disturbs the normal affairs of the Library.

The use of open flames or candles in the meeting room is prohibited.

Application for the use of the meeting room, signed by an authorized representative of the requesting organization and all appropriate fees shall be submitted to the Director of the Library at least 2 weeks prior to the date for which use of the meeting room is requested. An application shall be approved when signed by the Director or Assistant Director.

The electrical capacity of equipment used should not exceed circuit limits. This must be cleared with the Director's representative.

No object, poster, or writing, etc. will be placed on walls.

Neither the name nor address of the East Orange Public Library may be used as an official address or headquarters of any Organization. If printed materials are to be distributed at a meeting, function or activity, a sample must first be submitted with the application.

Copies of all advertisement materials shall be provided by the requesting organization. No signs may be posted inside or outside the Library premises without permission of the Director.

Monetary Solicitation
Meetings/events must be without charge unless the Library Board of Trustees authorizes admission fee in advance. The seeking of donations is prohibited. Nothing may be sold on the premises nor may orders for items be taken.

Room set-up and Equipment
Room set-up selection is the responsibility of the applicant and must be selected on the Meeting Room Application. The library will not provide any Audio/Visual (A/V) equipment. Each organization must clean up the meeting room and return it to the condition in which it was found. A charge will be assessed for any special cleaning or repairs made necessary by a group (see attached Schedule of Fees).

If a group wishes to bring equipment from another source, it must be approved by the Library Director or designated authorized library personnel in advance. One-time special request to use audio/visual equipment within the meeting rooms must be made in advance and indicated on the Meeting Room Application form. If the Library's equipment is used, a fee will be charged.

The library will not care for or store any organization's materials and will not take responsibility for materials left by an organization.

Food and Beverages
Alcoholic beverages and smoking are prohibited in all meeting rooms. Food and drink is permitted but will be allowed only with advance notice and a non-refundable deposit (see application for fees). The arrangements for food delivery are solely the responsibility of the applicant. In addition, it is the applicant's responsibility to handle set up and clean up of the room. The non-refundable deposit must be received (once application has been approved) prior to the scheduled meeting/event. Charges will be assessed if room is left in an unsanitary condition. **All trash, garbage and recyclables must be placed in the appropriate containers.**

American Disabilities Act (ADA)
Organizations utilizing the meeting rooms are considered a public accommodation under the Americans with Disabilities Act (ADA) and are therefore responsible for providing auxiliary aids and services in compliance with the ADA.

Security and Parking
The Library assumes no responsibility for security during meetings/events. The parking lot is owned and operated by the East Orange Parking Authority. The applicant is responsible for alerting the East Orange Parking Authority of your meeting otherwise you may be subject to ticketing. They can be reached at **973-672-1116.**

Cancellations
In order to give all organizations an opportunity to use the library facilities, no organization may monopolize the use of the room. Cancellations must be received **48 hours** prior to the scheduled event or program. The library will not be responsible for any damages or costs resulting from the cancellation of meetings due to the Library closing for weather or other emergencies. The Library retains the right to cancel a reservation for a meeting room to accommodate operations. If cancellation is necessary, the Library will notify the group for whom the room had been reserved. The library reserves the right to revoke permission to use any meeting room to any group or organization which violates or refuses to comply with the rules and regulations established for use of the meeting rooms.

Exclusion to this Policy
Library sponsored programs are not covered by this policy nor are the activities of the Friends of the Library, other Library organizations, the City of East Orange, the East Orange Board of Education, the State of New Jersey, or the Federal government.

Signature of Organization's Executive Officer/Applicant (signer): _____Date:_____

The Board of Trustees has approved meeting room fees. Please refer to the meeting room application form.

Return this room rental agreement along with the meeting room application to:

Director
East Orange Public Library
21 S. Arlington Ave.
East Orange, NJ 07018
Telephone: (973) 266-5607
Fax: (973) 675-6128

Meeting Room Application

Name of Organization: _____

Address: _____ Zip Code: _____ Fax: _____

Purpose: _____ Topic: _____

Name of Individual Applicant:

Address: _____

Phone: _____

Email: _____

Dates Requested: _____

Room Request: **(circle one)** East Orange Room; Small Conference Room

Do you plan to distribute literature? Yes _____ NO _____

Set-up Style Requested: _____ Auditorium/Theatre style (chairs in rows) _____ Classroom style (tables with chairs)
_____ Conference style (U-shape)

Additional Information and request**:**

_____

_____

SERVICE: FEE:

Room Use: (local, non-profit) None (attach proof of 501c3 nonprofit status)
Room Use: (non-local, non-profit) $250.00 (4.5-7 hours) ($150.00 ½ day=4 hrs.)
Room Use: (Business or Commercial) $500 (4.5-7 hours) ($300.00 ½ day=4 hrs.)

LABOR:

Maintenance assistance (extra-setup) $52.00/hr. (min. four hours)
Overtime Fee (after library closes $76.00/hr. (min. four hours)
Guard Fee (by special request) $50.00/hr. (four-hour min.)
Microphone, screen use or A/V equipment (**by special request only**) **requires $175.00 non-refundable deposit**

FOOD USE:

Local, non-profit **$100.00 non-refundable deposit**

Any damage to or loss of A/V equipment or library property will be assessed at a fee of **$100.00 and up**.

It is hereby understood and agreed, if this application is granted, the undersigned will assume all and exclusive responsibility for the preservation of order and the sole and exclusive liability for any injury to persons, and any damage to, or loss of property that may result from this use; and for the due observance of all regulations of the Board of Library Trustees. The organization agrees to indemnify the Library and the City of East Orange and hold the same harmless against all claims, demands, damages, costs and expenses including reasonable attorneys' fees for the defense of such claims, arising out of the organization's of the meeting room.

Also it is understood and agreed between the applicant and the East Orange Public Library that the applicant has read the regulations governing the rental of the room (s) and that the condition contained therein will be observed. **If Applicable, payment must be received promptly once you have received confirmation that your application has been approved.**

Signature of Organization's Executive Officer/Applicant: _____ Date: _____

Please address this application to: Director, East Orange Public Library, 21 S. Arlington Ave., East orange, NJ 07018. Telephone: (973) 266-5607, **Fax** (973) 675-6128.

Note: Your organization is responsible for alerting the East Orange Parking Authority of your meetings. Otherwise, you will be ticketed (973-672-1116).

Office Use Only

CONFIRMATION OF RESERVATION

Reservation is hereby approved and confirmed of the space required as indicated above.

Payment if applicable $_____ has been received. _____ Cash Check _____

Date: _____ Authorized Staff Signature: _____

Approved by the Board of Trustees on October 11. 2012.