

## Meeting Room and Grounds Use Policy

The meeting rooms and grounds of the Haworth Municipal Library shall be available for community use under the conditions prescribed or permitted by law and in accordance with policies adopted by the Library Board.

### General Regulations

1. Meeting rooms and grounds use is available on a first come first served basis. Rooms and grounds that may be reserved include the Community room, the YA room, the local history room, the Quiet Study Room, and outside patio area.
2. Reservations must be made either by calling the library at 201-384-1020 or emailing the library. An application for reserving a library space must be completed by any party wishing to reserve a space. This form is available at the circulation desk.
3. Attendance will be limited for each room as designated by the Haworth Fire Department.
4. Children's groups will be supervised by one adult for every ten children.
5. Smoking is prohibited in the library at all times.
6. Alcoholic beverages are prohibited, unless approved by the Board in advance. Meetings of the Library Board of Trustees are held on the second Monday of every month at 7 pm. An organization or person planning to serve an alcoholic beverage is required to fill out a [Meeting Room Application](#) and submit it to the Board of Trustees for approval. Alcoholic beverages cannot be served during the library's operating hours or in the presence of persons under the age of 21.
7. Refreshments are permitted; users are expected to clean up the room after use.
8. If a meeting is scheduled for a time when the library is closed, arrangements for unlocking and locking the Library's Community room must be made with the Haworth Police Department.
9. Use of the Library rooms and grounds is at the discretion of the Library Director or his/her designee. The Library Board and/or Library Director reserves the right to:
  - a. Cancel any use of the reservation by giving two weeks' advance notice or in case of inclement weather causing closure of the library, or in an emergency
  - b. Limit the frequency that any one group may use the meeting rooms
  - c. Limit reservations of rooms to no more than ten (10) weeks in advance

### Limitations

1. Library-related organizations or functions will be given priority for use.
2. The Library cannot be used as a temporary or permanent office for anyone not formally authorized as a current Library employee or volunteer.
3. All national, state and local laws and ordinances, and rules of the Haworth Police and Fire Departments as they apply to public assemblies must be complied with.
4. No property belonging to the library may be removed from the premises without prior approval of the Board of Trustees.

5. All property belonging to the renter or renting organization must be removed from the building at the conclusion of the meeting or event.
6. Use of the building or grounds is restricted to the provisions of the application.
7. Organizations or individuals will be responsible for the cost of repairing or replacing any damage or defacement of buildings, grounds or equipment caused by the renter or his/her guests.

### Fees

1. There will be no rental fee for non-profit organizations based in Haworth.
2. There will be a rental fee for profit use or non-Haworth residents.
  - a. Meeting Room Rental: \$150
  - b. Outdoor Use: \$75
3. For tutoring in the Library, please see *Tutor Policy*.
4. A security deposit of \$25, in addition to regular fees, will be required for room rental for events scheduled outside of normal library operating hours, refundable if the room is left in the same condition it was found and the garbage is removed from the building.

### Requirements

1. The room must be left in the condition as found.
  - a. Chairs must be stacked in the chair dollies.
  - b. Tables should be wiped down and returned to their original locations.
  - c. Please provide your own garbage bags and remove the garbage from the premises when you leave.
2. An extension cord is available for loan at the front desk. Please return it to the desk before you leave.
3. The thermostats are programmed; please do not change the temperature.
4. Do not leave any belongings in the meeting room.
5. Turn off all lights and close all windows before leaving the meeting room.
6. Be sure the doors are locked if you are meeting while the library is closed.

THANK YOU FOR HELPING US KEEP THE MEETING ROOMS AND GROUNDS IN GOOD ORDER.

Approved by Haworth Library Board of Trustees 7/11/22