



Stanford White Architect
INCORPORATED 1884 · ERECTED 1900
Landmark Designated 1981

The Orange Public Library

Promoting the Joy of Reading - Preventing Illiteracy

348 Main Street, Orange, NJ 04050

Main - 973-786-3988 Fax - 862-520-3314

Policy for Use of the Orange Public Library Meeting Room

The meeting room of the Orange Public Library is primarily for the use of the Library and/or library related programs. Non-profit organizations are welcome to use the meeting room subject to the following policy:

1. The meeting room is to be used for educational, recreational, social, and cultural programs for the benefit of the residents of the City of Orange Township. The library itself and library-related programs shall have priority in the use of the meeting room. The meeting room may only be used by non-profit organizations. Individuals may not apply to use the room. Representatives of the non-profit organization must be at least eighteen years of age;
2. All groups requesting to use the meeting room must complete, and submit the attached Meeting Room Application. The application shall incorporate by reference this policy the Library Rules of Conduct, and shall recite that the applicant group has received a copy of this and the Orange Public Library Rules of Conduct, and agrees to abide by the terms and conditions of both.
Reservations for the use of the meeting room must be made in person in the office of the Library Director. A meeting room is not considered reserved until the application is received, approved, and confirmed by the Library. Reservation shall be accepted, subject to the provisions of this policy, in the order received and upon availability of the meeting room. Any false, misleading or incomplete statement on the application shall be grounds to deny or revoke permission to use the meeting room;
3. The meeting room may not be used for partisan, religious, or political meetings;
4. No admittance fee may not be charged, no contributions solicited, no money collections made, and no selling or taking of orders of any kind may be done;
5. The meeting room may not be used for any meeting or function designed to generate income or financially benefit any individual or organization at the time of the meeting or in the future. The contact information of attendees will not be collected by presenters who wish to later contact attendees will to sell them related goods and services;

6. All meetings must be scheduled during the hours that the library is open to the public. All meetings are deemed to be open to the [public. The doors of the meeting room must remain unlocked at all times. Any member of the public who wishes to attend a meeting may do so;
7. All printed materials to be handed out during the use of the meeting room be submitted to the Library Director for approval at least one week in advance of the meeting room use. No materials may be distributed without approval. In allowing a group to use a meeting room, the library does not imply any endorsement of the group's beliefs, policies, practices or program. No group shall state or suggest in any of its publicity, that the library sponsors or endorses the meeting, the group, or any particular set of ideas. All announcements, press releases, flyers, etc. relating to meetings must clearly state that the meeting is not sponsored by the Orange Public Library, the library's address, phone number, and email address must not appear on such communications, and the library will not accept mail, telephone call or email messages for the organization using the meeting room;
8. Meetings must be scheduled for times when the library is open. All programs must end fifteen minutes prior to library closing to assure timely closing of the library;
9. In order to make the meeting room available to as many organizations as possible, the meeting room may not be used on a recurring basis by any one organization. The Board of Trustees reserves the right to cancel reservations granted on a recurring basis;
10. All groups are responsible for not exceeding the legal capacity of the meeting room which is permanently posted in the room. After the program, the number of persons attending the program must be reported to the Library Director's office. This information is needed for statistical purposes;
11. The room must be left in a clean and orderly condition. If cleanup is required, such cleanup will be done, and the organization charged for the cost of the cleanup. Any unusual expenses or repairs incurred by the library as a result of the use of the meeting room by a group will require that the group using the room pay for that expense or repair;
12. The library does not provide any electrical, computer, or other equipment whatsoever for programs. If the organization wishes, it may use its own equipment provided no greater demand is made of electricity than normal household appliances, but the library does not supply or support such equipment. The library staff will not provide assistance in setting up the meeting room. Materials may not be affixed to the walls, ceilings or door of the meeting room;
13. The Library Director, or his or her designee, reserves the right to reject a reservation request if the anticipated meeting is likely to be unreasonably disruptive to regular library functions, too large for the meeting capacity, disorderly, dangerous to persons or property. Or in any way inconsistent with or in contravention of any of the terms and conditions of the Orange public "library Meeting Room Policy and or the orange Public Library Rules of Conduct Policy. In determining whether such likelihood

exists, the library Director, or his or her designee may take into consideration the contents of the application, the history of the group's meeting room use in the library, and such other information as he or she may deem appropriate;

14. If a meeting or event in progress disturbs regular library operations, the library reserves the right to immediately terminate the meeting or event. The group, upon notification of the disturbance, will immediately discontinue the disturbance or vacate the premises;
15. The Library reserves the right to cancel a meeting room reservation in the event of an emergency. When the library is forced to close due to a weather-related emergency or because of equipment failure, all efforts will be made to notify the organization of the impending closing of the library. The organization should contact the library in the event that a weather-related emergency might be imminent.

Approved by the Board of Trustees of the Orange Public Library on March 24, 2023

Orange Public Library 348
Main St.
Orange, NJ 07050
(973) 786 - 3988

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Meeting Room Application

Name of Organization:

Street (no Post Office Box):

City, State, Zip:

Telephone:

Email:

Authorized official making application:

Purpose for use of meeting room:

Date meeting room requested:

Time requested:

Approximate size of group:

The applicant must also sign the following Hold Harmless Agreement.

Meeting room use and hold harmless agreement between the Orange Public Library and

(Name of Organization)

In consideration of the use of the Orange Public Library's meeting room, on the following date:

_____the undersigned, as an official and authorized representative of the non-profit organization named herein, applies for the use of the Orange Public Library meeting room acknowledges receipt of the Policy for Use of the Orange Public Library Meeting Room and the Orange Public Library Rules of Conduct, and agrees to adhere to all of the terms of these policies and terms listed in this agreement form. The organization applying for the use of the meeting room herein agrees to indemnify and hold the Orange Public Library and its officers, agents and employees harmless from any and all liability, claims, and costs and Attorney's fees arising out of the use of the property referred to above. I understand that this Hold Harmless also requires that the Orange Public Library is indemnified from any losses or damages resulting from the acts or omission from any guest, participants, visitors or other person attending the event herein referred to.

Signed this day ____ of _____ 20__ as the binding act in the deed of

(Name of Organization)

Authorized Signature

Printed Name

Witness

For Library Use Only:

Approved:

(Library Director or designee)

Disapproved:

Date Reserved:

Approved by the Boards of Trustees of the Orange Public Library on March 24, 2023

The Orange Public Library



Landmark Designation 1981

348 Main Street, Orange, N.J. 07050-2794

PROGRAM

Date:

Time:_____

Organization:_____

Person In Charge:_____

Phone Number:_____

Number In Attendance Adults : _____

Children Under 14 yrs. Of Age_____

Person in charge of program will complete this form and return to The Orange Public Library.

Orange is Proud of its National Landmark Library