

# **Bernardsville Public Library**

## **Rooms and Community Spaces Use Policy**

*Adopted September 19, 2023  
(Replaces and Rescinds Community Room Use  
Policy & Small Meeting Room Policy)*

The Library's Community Room, meeting rooms, and other indoor and outdoor community spaces are available primarily to nonprofit organizations engaged in educational, cultural, informational, intellectual, governmental/civic, charitable, and/ or non-profit organization fundraising activities. Library use of these spaces has priority at all times. Library spaces are available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. Use any library space does not imply endorsement by the Library staff or the Trustees of viewpoints presented. Use will be scheduled on a first come, first served basis in accordance with the schedules below and as the library's calendar, staffing sufficiency, and other factors permit. The Bernardsville Public Library Community Room is wheelchair accessible.

Bernardsville Public Library	Bernardsville-registered Non-Profit Organizations	Other Non-Profit Organizations	Patrons
May reserve any library space for itself or its affiliated nonprofit support organizations at any time.	May apply to use any library space three months prior to an event date.	May apply to use any library space two months prior to an event date.	May access and enjoy public library spaces when they are not scheduled for use.

Library spaces cannot be reserved for the conduct of business, including tutoring, counseling, videoconferencing, examinations, or other personal business, though patrons may choose to conduct these activities in the Library or on its premises. Patrons may inquire about the present day's room availability at the Circulation desk.

Attendance is limited to 35 persons for half of the Community Room and 85 for the entire Community Room.

No more than 22 persons may occupy the Storytime Room.

No more than 8 persons may occupy the Small Meeting Room.

The use of other Library spaces shall be determined at the discretion of the Library Director.

Space use limitations may be altered or rescinded by the Library Director in cooperation with fire prevention code and regulations, the Bernardsville Department of Health, Bernardsville law enforcement, or other presiding authorities without prior notice.

All Library space usage must conclude 15 minutes prior to Library closing time unless “after-hours” use has been sought in the Room Reservation Form and approved by the Library Director.

The Library is grateful for monetary donations from individuals or organizations, but no fees will be charged by the Library for the use of its community spaces.

No admission fee, registration fee, donation or monetary solicitation may be sought from meeting attendees, unless the Library co-sponsors the program and the Library Director or Board of Trustees approve such transactions, including the sale of books or media for author and artist signings.

The following must be completed and delivered to the Library no less than 30 days before the scheduled event/use of the Community Room:

- **Room Reservation Form.** This form requests the room reservation and includes the Hold Harmless Agreement required within the Room Reservation Form.
- **Certificate of Insurance.** For non-library events involving an excess of 20 attendees, the Borough of Bernardsville requires a “Certificate of Insurance” shall be written with a company maintaining a rating of at least “A-”, according to A.M. Best. Said policy shall be in the amount of not less than one million dollars (\$1,000,000) per event. Bernardsville Public Library and the Borough of Bernardsville must be listed as additional insureds on the Certificate of Insurance.

Food and beverages may be served, provided that all evidence of food is removed from the premises before leaving, the pantry is cleaned, and all trash is properly bagged and discarded in the Library dumpster. Serving alcoholic beverages is strictly prohibited unless prior written approval is obtained from the Library Board of Trustees and the Borough of Bernardsville for a specific event.

Preparation of the room for the meeting and clean-up following the meeting are the responsibilities of the group using any Library space. The organization holding the reservation is financially responsible for any damage to Library property. The Library reserves the right to request monetary compensation for any damage done to the facility or its contents. After each meeting, all furniture must be returned to its original arrangement and the premises left in the condition in which it was found. Failure to do so may result in revocation of room reservation privileges for a period of two years.

Library staff are never responsible for the supervision of children or other individuals while caretakers are using library spaces.

The Library is not responsible for the security of items or individuals.

Reservation procedures may be altered only at the discretion of the Library Director. All reservations are subject to cancellation at the discretion of the Library Director.