

206. MEETING ROOMS

The Board of Trustees adopted the following criteria to prioritize the use of meeting rooms by organizations or businesses. Meeting rooms will not be reserved for use by individuals.

a. Priority will be given as ordered below:

1. Library meetings or Library-sponsored programs
2. Summit official meetings (including Summit Public School-related meetings).
3. Groups and organizations based in Summit
4. Other groups and organizations whose program will benefit Summit residents subject to the provisions below.

b. Regulations:

1. Generally, all meetings scheduled in the Library must be open to the public. Promotions or sales of services, products, merchandise, materials or other items are prohibited except in accordance with this policy.
2. Fundraising is prohibited, except for the benefit of the Summit Free Public Library, the Friends of the Summit Free Public Library or the Summit Free Public Library Foundation. Sales of services, products, merchandise or solicitations for donations by a Library sponsored program or event, or by the Friends of the Library are permitted.
3. Authors and musicians are permitted to offer their books or CDs for sale after a speaking engagement or performance with 20% of the proceeds paid to the Library.
4. Light fare is permitted in any meeting room except the Manley Winsor computer lab. Groups must bring their own equipment and supplies and are responsible for cleaning up the room.
5. Tobacco, alcohol, other illegal substances and games of chance are prohibited.
6. Open flames, including candles and solid gel fuels, incense, and other hazardous materials are prohibited.
7. Any promotional material created to announce an event in the Library by an unaffiliated group must include the following statement:

"This event is neither sponsored nor endorsed by the Summit Free Public Library."

All advertisements and notices must clearly designate the sponsoring organization. The Summit Free Public Library will not market or promote events that are not Library meetings or Library-sponsored programs.

8. Meeting rooms may not be used for personal celebrations including, but not limited to showers, birthday, anniversary or holiday parties.
9. Attendance size will be limited to the number authorized by the Fire Department for the particular room. (See below).

10. Meetings are to be held during the Library's business hours and in accordance with the Library Rules of Conduct Policy 102.
11. Set-up preparation must be included in the regular meeting schedule. Access to the meeting room prior to the Library's business hours will not be permitted.
12. Decorations must be approved by the Director or their designee and may not be affixed to the wall, ceiling, furniture, equipment, etc. All decorations must be removed promptly after the use of the room.
13. The Summit Free Public Library reserves the right to revoke permission for the use of a meeting room or to change the meeting location to another room.

c. Reservations, payments, and cancellations:

Reservations are on a first-come, first-serve basis. In order to reserve a public meeting room, the authorized representative of the organization will complete and deliver an Application to Use Meeting Room (Form 406) and satisfy the insurance requirements described in section g of this policy. A reservation is not secured until a receipt has been issued by the Summit Free Public Library, showing the name of the organization, the date of the reservation and the name of the reserved room.

The Summit Free Public Library charges a service fee to cover costs for staff time in setting up, breaking down, and cleaning the reserved room. Service fees also cover utilities, use of technology, and any other costs incurred on the Library while the room is in use. Payment of applicable service fees must be made to the Library prior to the event. In all cases, all service fees must be paid in full before access to the room will be granted. If the scheduled usage is less than 7 days from the time of booking, payment must be made at the time of booking.

d. Refund policy:

If the program or meeting is cancelled, the authorized representative of the organization must inform the Summit Library. Refund or credit for the unused room will be made as follows:

1. 72 hours (or more) advance notice:
 - A choice of either a credit toward a future booking or
 - A refund of your rental charges.
2. Less than 72 hours' notice:
 - A credit toward a future booking.
3. Credits must be used within 12 months of issuance or they will be forfeited.
4. If there was no notice of cancellation, there will be no refund.

If the Summit Free Public Library should close due to a facility or weather emergency, the Library staff will notify the booking group, and fees already paid shall be reimbursed (or applied as a credit toward a future booking, if preferred). The Library shall bear no responsibility for any associated program costs incurred by the booking group.

e. Advance and recurring reservations:

Rooms cannot be reserved more than 6 months in advance, and recurring uses can be prearranged.

f. A-V Equipment:

The Summit Free Public Library has built-in A-V equipment and free wireless Internet. You may bring your own laptop to connect to our video equipment. **Please notify the Library in advance of any needs and to arrange for an introductory session on the Library's A-V equipment.**

Library staff is not available for technical support at the time of the program.

g. Insurance Requirements:

Authorization for organization use of the Summit Free Public Library meeting rooms is contingent upon the applicant furnishing a certificate of insurance naming the Library as an additional insured. The certificate shall be in an amount of not less than \$1,000,000 combined single limit and include comprehensive general liability with the broad form liability endorsement or its equivalent.

Failure of the applicant to provide a valid certificate of insurance will render the application invalid and prohibit use of the facilities.

It is expressly understood and agreed that organizations receiving approval of use shall defend, indemnify and save harmless the Summit Free Public Library, its employees, agents, volunteers and officials against any and all suits, costs, claims, expenses and judgments resulting from the use of the facilities.

If the Library, in enforcement of any part of this indemnity agreement, shall incur any expense, or become obligated to pay attorney's fees or court cost, the approved organization agrees to reimburse the Library for such expenses, attorney's fees, or costs within ten (10) days of receiving written demand from the Library.

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