

## **Princeton Public Library**

The primary function of library meeting rooms is to provide space for library programs. When not scheduled for activities related to the library, the room will be made available for use by Princeton area governmental units, certified non-profits (Federal 501c3), civic groups, and community service agencies.

The meeting rooms may not be used for activities prohibited under local, state, or federal law. All activities in meeting rooms must fall under appropriate library use. No meeting room may be occupied beyond its capacity. Persons using the meeting rooms are required to abide by ADA regulations, and provide accommodations if necessary.

Meeting rooms may not generally be used by one party for more than two hours at a time. Meeting rooms may not be continuously booked by one party or organization (e.g. a homeless shelter cannot book a meeting room for two hours twice per day, a civic group cannot book the meeting room every single Friday.) These stipulations may be waived at the discretion of the library director.

Private parties such as baby showers, birthday parties, and business meetings are not permitted in library meeting rooms.

Political rallies, church services, and funerals are not permitted in library meeting rooms.

Meeting rooms may not be used for private profit-making activities such as garage sales, Tupperware parties, paid tutoring, etc. Possible exceptions may be made in the case of non-profit organizational fundraising, and library-sponsored authors, musicians, or artists, at the discretion of the Director.

In the event that a for-profit business wishes to hold an educational or charitable event that is free and open to the public, and the primary purpose of the event is not the promotion of the business itself, the Director may consider requests on a case-by-case basis.

Groups using the meeting rooms must not charge admission, solicit donations, or prohibit any person from entering. All meetings must be free and open to the public. Possible exceptions may be made in the case of library-sponsored authors, musicians, or artists, at the discretion of the Director.

The library is not responsible for providing supplies or equipment to groups or individuals using the meetings rooms.

Persons using the meeting rooms must leave the rooms clean, and will be held liable for any damage to the interior of the meeting rooms or the equipment therein. Materials may not be affixed to the walls, ceilings, windows, or doors of meeting rooms.

Promotional material for any event held in a library meeting room must contain the following disclaimer in legible font: "Permission to use a library meeting room does not imply library endorsement of the aims, views, policies, or activities of any group or organization."

For meetings with six or more minors, at least one adult must be present for the entire duration of the event.

Meeting room use is limited to the normal operating hours of the library.

The library does not guarantee the availability of meeting rooms without a reservation.

Meeting rooms should be reserved at least 24 hours in advance of need. Library needs and prior reservations will have precedence. Reservations must include the full name of the person making the reservation, his or her phone number, the full name of the organization the person represents (if any), and a description of what the meeting room will be used for.

Repeated failure to provide notification that a reserved meeting room is no longer needed may result in revocation of meeting room use privileges.

Permission to use a meeting room is revocable and does not constitute a lease.

Passed by the library board on 3/9/2020