

Meeting Room Use Policy

As a public institution, the Bradley Beach Public Library is dedicated to free expression and free access to information and ideas, on all points of view concerning the issues of interest to the community of Bradley Beach. To this end, the Library maintains a meeting room for library and community use.

The Library does not endorse the goals, policies, activities, or viewpoints of any group or organization using its meeting room. The Library, however, does endorse the right of groups to express their views as long as they follow the Rules of Conduct of the Library and engage in civil discourse.

Groups or individuals will not be permitted to use a meeting room if that use poses a potential disturbance to the normal operation of the library (e.g., excessive noises, a safety hazard or a significant security risk). The Library Director may also deny the use of the meeting room to groups or individuals that violate the Meeting Room Policies. The library reserves the right to deny the meeting room to organizations that repeatedly cancel meetings, repeatedly fail to notify the library of cancellations, or violate library policies. An appeal of this decision can be made to the library's Board of Trustees at a regularly scheduled meeting.

The application for meeting room use is available on the library's website and at the circulation desk. A copy is in the appendix of this policy manual.

- The meeting room is available when not required for library purposes.
- Meeting shall be scheduled during Library hours. They may be scheduled any time during the current year, and beginning October 1 for the upcoming year. Applications to request meeting room use should be filed at least two weeks prior to the requested date.
- Groups may book a maximum of one meeting per month.
- All programs must be free and open for public participation.
- All meetings must end and be cleaned up 15 minutes before closing.
- Drinks and light refreshments may be served. No alcoholic beverages may be served on the premises.
- Groups will designate an individual responsible for the supervision of the use of the meeting room.
- The designated contact and group reserving the room will be responsible for any and all damages that occur during their meeting. All groups are expected to leave the room and any equipment clean and in the condition they found it. Damage or loss of any library equipment or property will result in a financial liability to the individual or group reserving the room. The library also reserves the right to charge for reimbursement of costs to restore the condition of the room. These costs will be the responsibility of the group using the room.
- Use of a meeting room does not imply use of Library equipment or other facilities without prior approval.
- All publicity for non-library sponsored meetings must indicate the name and contact information of the sponsoring agency. Events shall not be publicized in such a way as to imply Library sponsorship of the group's activities. Groups may not use the library's name, address, or telephone number as their official address or contact information. Any

invitations for the meeting must include the following text: The Bradley Beach Public Library does not advocate or endorse the viewpoints of meetings or Meeting Room users.

- The meeting room may not be used for business solicitations, fundraising, political campaigning, parties, receptions, or memorial services.
- Admission may not be charged, and products and services may not be advertised or sold.
- Noise levels in the meeting room must be consistent with the proper atmosphere of the library at all times.
- The library reserves the right to impose limitations on the frequency of use of the meeting room by an organization, group, or individual.
- The library is not responsible for equipment, supplies, materials or any personal property owned by those sponsoring or attending meetings at the library.

Use of the meeting room implies an agreement to comply with Library policies. Failure to comply with any of the above procedures may result in immediate removal from the room and denial of future use of the meeting room by any organization.