MEETING ROOM POLICY

The Trustees of the Library of The Chathams wish to encourage the widest possible community use of the public meeting rooms. Priority will be given to Library-planned events and activities, other municipal functions, and then to use by community service and non-profit groups.

RULES AND REGULATIONS.

1. Applications for meeting room use must be made on forms provided by The Library. Submittal of applications at least three weeks before proposed use is requested.
2. Reservations are considered in order of receipt of the application forms. Recurring reservations may be accepted for one year.
3. Neither the name nor the address of the Library may be used as the address or headquarters of an organization. The fact that a group is permitted to meet at the Library does not constitute an endorsement of the group’s policies or beliefs.
4. No admission fees, dues, or donations may be charged or solicited by the user for any program or exhibit. However, the Library Director, acting for the Trustees, may grant exceptions and permit charges for adult education courses or for other cultural or educational programs sponsored by non-profit organizations.
5. All programs and exhibits must be open to the public, with no exceptions. The use of pre-registration by the Library or attendance sheets at the program is not permitted. Advertisements may not request direct registration with the organization and may not imply that the Library of The Chathams is sponsoring the program. No sales of products or services may be conducted or contracted. Sales literature may not be distributed.
6. Light refreshments may be served only with prior approval by the Library. Smoking, alcoholic beverages, and the service of full meals will not be permitted.
7. The number of persons in attendance for the large meeting room use shall not exceed 150, and small meeting room, 50. Available space may require restriction to a lesser number.
8. Programs and exhibits may not disrupt the use of The Library by others. Persons attending meetings are subject to all Library rules and regulations and may be asked to leave if they do not abide by them.
9. Individuals or organizations using Library facilities and equipment assume responsibility for damages. The Library will be free to levy charges for damages as they may occur. The Library may also charge custodial fees as advisable. A retainer may be requested for carpet cleaning for large group meetings.
10. Individuals or organizations will indemnify and hold the Library harmless against all claims arising out of their use of Library facilities, including reasonable attorney’s fees. Proof of insurance may be requested by the Library.
11. The Library assumes no responsibility for loss or damage to any property placed in The Library in connection with meeting room use.

RENTAL CHARGES.

There will be no rental charge for meeting room use by non-profit organizations based in Chatham Borough or Chatham Township, except that schools for adult education will pay a mutually agreed fee. For area non-profit organizations not based in Chatham Borough or Chatham Township, a rental of $25 minimum per meeting room use is charged.

“Non-profit” refers to any 501(c3) designated group, or other non-for-profit tax exempt clubs with a group mailing address, officers, and with regular meetings open and advertised to the public. A 501(c3) designation letter will be requested of non-profit groups.

For profit organizations based in The Chathams, a rental fee of $100 minimum per meeting room use is charged. For profit organizations not based in The Chathams, a rental fee of $250 minimum per meeting use is charged.

In addition, all groups will be charged the following: room set-up/take-down, $5; use of kitchen, $5; easel & pads, $5; electric podium, $5; audio-visual equipment, each piece, $5.

Approved by the Board of Trustees: October 23, 2006.