

Rahway Public Library

Policy Governing use of the Auditorium

The auditorium of the Rahway Public Library is generally available to not-for-profit community groups holding free meetings of a cultural, educational or civic nature approved by library management. Library programs and events have first priority in the use of the auditorium. Rahway organizations, agencies and residents are also given preference. Use of the room by groups other than municipal or not-for-profit is decided on a case by case basis considering the value of the event to the Rahway community.

In order to make the room available to a wide number of organizations, as well as for library programs, the following guidelines will be followed. The library will not accept applications for dates more than sixty (60) days in advance. An application must be received at least one week before the scheduled meeting or the request will not be approved. Please call as soon as you know if your meeting is cancelled. No-shows may not be permitted to reschedule use of the room. Library management has the authority to limit or adjust bookings as necessary and as required.

Final approval for use of library auditorium rests with the management of the Rahway Public Library. Fax completed applications to (732) 340-0393 or complete the online application on the library website.

Rules for use of auditorium

1. The Rahway Public Library – Rules of Conduct must be followed.
2. Verification of not-for-profit status may be required.
3. Any meeting may be subject to supervision by a library staff member.
4. No admission fee may be charged during the library's public hours.
5. The only items that may be sold are books and recordings by authors and musicians who are performing/speaking. The performer/speaker or their associates must handle the sale of these items.
6. Light refreshments may be served with prior approval. Groups must provide their own supplies and remove completely when done. Catering equipment and leftover food must be removed at the time the room is vacated. The library is not responsible for returning or storing catering supplies. All trash must be placed in the provided garbage cans. Kitchen facilities are not available. A \$100 cleanup fee may be charged if the auditorium is not cleaned after use. The room must be returned to the condition it was in prior to use.
7. No alcoholic beverages may be served.
8. A projector and screen are available for use when requested in advance. The library is not obligated to lend additional library equipment. Groups must provide their own supplies (easel, paper, pens, etc.) Office supplies will not be provided. Supplies cannot be stored on premise.
9. When the room is used for programs involving minors, the application must be made by an adult who will be present for the program and responsible for the use of the room. A ratio of one adult for each ten people under the age of thirteen is required.
10. No materials may be hung without permission.
11. The auditorium is available for use during regular library hours. All meetings must end fifteen minutes before the library closes, and all people must be out of the building before library closing time. If renters want to overstay library hours, this must be

arranged with library management in advance, is dependent on staff availability, and a fee of \$200/hour to cover staff overtime will be applied from Monday-Saturday, and a \$300/hour fee will be applied on Sundays and Holidays. Please note that all fees will be rounded to the full hour – no 30-minute or 15-minute increments will be available in regards to overstay rental fees.

12. The Library Director shall have the discretion to determine if additional security and/or other personnel are necessary for the use of the auditorium after hours and in such instance, additional security and/or other personnel shall be provided at an additional cost of \$100.00 per hour.
13. A security deposit equal to fifty percent (50%) of the total expected fee will be due at the time of booking and shall be applied as a credit against the amount owed by the user less any cleanup fee charged in accordance with paragraph 6 of this policy.
14. Any and all users of auditorium after-hours shall be required to indemnify, release and hold harmless the Library for any and all claims made as the result of the use of the auditorium. Users shall be required to sign any and all documents reflecting this arrangement prior to using the auditorium.
15. The Library Director shall have the sole discretion to determine whether to approve the after-hours use of the auditorium in accordance with the Library's policy.
16. Any and all users of the library's auditorium must comply with all portions of the fire code and ensure that the total number of attendees does not exceed the posted room capacity.
17. Use of the auditorium is limited to the auditorium and shall not expand to other parts of the library absent the express written permission from the Library Director.
18. The library auditorium can be set up in 5 different configurations that can be selected on the application. If you select 'other' as your configuration, the library does not guarantee that the set up will be done exactly as you desired, but the library will make a good faith attempt to set it up as desired.
19. Any publicity referring to the meeting should note that the organization is sponsoring the meeting, not the library. The library takes no responsibility for the content of programs by outside organizations.
20. Organizations with their own insurance should give the library a letter noting the library as an 'additional insured' and shall make the Library a Certificate Holder, while the group is on the premises. Some uses may require insurance.
21. In preparing a schedule for use of the auditorium, library programs will have priority.
22. Any infraction of the rules for use of the auditorium may result in the privilege being denied, or in the library initiating measures to recover damages.