

PLAINFIELD PUBLIC LIBRARY

MEETING ROOM RULES & REGULATIONS

1. The Library's meeting rooms may be reserved for educational, civic, and cultural purposes, but not for sectarian, religious, or partisan political meetings.
2. The Anne Louise Davis Room (ALD) seats approximately 100 people (depending on room configuration) and is designed to meet general interests, such as lectures, discussion groups, panels, concerts, readings, and similar activities. The library also has smaller conference rooms that seat 10 to 25.
3. All rooms must be booked in advance by submitting a **Meeting Room Application**. Applicants must be at least 18 years of age and must be a member of the group making application. A responsible adult must be present at all times.
4. All flyers must specify the library address (800 Park Avenue, Plainfield, NJ 07060) and that event attendees must park in the 9th Street lot. Please cooperate in keeping the 8th Street lot available for regular library users. **DO NOT USE** the Library telephone number for community events. A separate contact number must be provided.
5. The rooms are not available for public use when the Library is closed.
6. Approval for regular use of the room will be granted for once-a-week use for a maximum of three months, bi-weekly for a maximum of six months, and monthly, for a maximum of twelve months. Extensions may be granted at the discretion of the Library Director,
7. Groups engaging the meeting rooms will be charged a fee sufficient to defray the costs of utilities, protection, cleaning, etc. Fees and rates (listed on the Meeting Room Fee Schedule) shall be set by the Director and may be waived at the discretion of the Director. Payment must be received at least 5 business days before the event. Room Rental Fee is nonrefundable if cancellation is within 2 library business days of start time.
8. If no setup information is provided, the ALD Room will be set up with one head table and 50 chairs. Groups making changes to the room's layout must put the room back in order at the end of their meeting. Groups needing additional furniture must indicate this when completing the application; chairs and tables will be provided. Special room layouts need to be requested at least 5 business days in advance. If this is not provided the group will be responsible for their own setup.
9. Groups using additional custodial assistance for setup or during a meeting will be charged for time.
10. Equipment needs must be noted on the Meeting Room Application and all fees paid in advance.
11. All meetings must end no later than ½ hour before closing. Meeting rooms must be vacated within 15 minutes after the ending time recorded on the Meeting Room Application, in order to clean and reset the room or for the Library to close. Failure of attendees to vacate the room in a timely manner may result in an assessment for custodial overtime and may jeopardize future room-use approval.
12. No admission may be charged under any guise. Fundraising is not permitted on Library premises, although books related to author talks and book signings may be sold.
13. Barring inclement weather or other natural disasters, cancellation by the booking group must be made no later than 2 library business days before the start time of the program. Cancellations made after 2 library business days before the program will be considered a No-Show (please see No-Show policy below.) Should the Library close due to weather or a facility emergency,

800 Park Avenue

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908 / 757-2305

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every effort will be made to notify the booking group, and fees already paid shall be reimbursed. The Library shall bear no responsibility for costs incurred by the booking group.

Groups/Individuals who have 3 no-shows within a 12 month period will not be allowed additional bookings. A request to be allowed additional bookings will need to be made in writing and approved by the Library Director after a six-month period has passed. Approval of the additional booking request is at the discretion of the Library Director.

14. Groups/Individuals who book a room but do not cancel their booking within 2 library business days before the start-time of the event will be charged a no-show fee. No additional bookings will be made or existing programs allowed to be held until the fee is paid. Cancellations within the 2 library business day period that are due to local inclement weather will not be assessed a no-show fee. Plainfield City and Union County Government Departments will not be charged the no-show fees.
15. Groups/Individuals who have 3 no-shows within a 12 month period will not be allowed additional bookings. A request to be allowed additional bookings will need to be made in writing and approved by the Library Director after a six-month period has passed. This also applies to City Departments and County Agencies. Approval of the additional booking request is at the discretion of the Library Director.
16. Food may not be served in carpeted areas. Cleanup fees reflect wear-and-tear and the cost of cleaning and maintenance. Food carried into the ALD room will result in a \$250 cleaning assessment.
17. Applicants are responsible for any damage to Library property. The Library shall be the sole judge of the cost pertaining to damage or theft.
18. Misrepresentation by any applicant concerning the sponsors, content, purpose and/or audience of any scheduled event will be cause for barring future use of the space by that applicant and group.

01/03/20 tmd

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