

PROCEDURES AND REGULATIONS FOR FORT LEE LIBRARY'S CONFERENCE ROOM

1. The Library Conference Room is designed to meet the general needs of Fort Lee's educational and cultural programming. It may be used by groups whose aims are educational, cultural, and/or civic betterment, provided the use of the area does not interfere with regular operation of Library services.
2. Application for the use of these areas shall be made at least one week prior on forms supplied by the Library and must be approved by the Director (or in her absence the Assistant Director) and/or an officer of the Board of Trustees.
3. The Library will not be responsible for any accident or loss of personal property that may occur as a result of the use of these areas by any organization.
4. The Library's Conference Room is available to outside groups only during the Library's regular hours of operation. No fee will be charged to non-profit Fort Lee groups, agencies, or organizations, provided the meeting takes place during regular Library hours and does not go beyond 9:00 p.m. Due to heavy demand, no group or organization may reserve the Conference Room on a consecutive basis beyond one month, or refer to the Library as their permanent meeting place, with the exception of the Friends of the Fort Lee Library, and/or any other Library-sponsored organization. All groups using the Conference Room are limited to once a week.
5. For meetings which last beyond three hours in duration, a fee of \$25 for each additional half hour shall be charged until 9:00 p.m., at which time all meetings must conclude and attendees leave the Library.
6. A fifty dollar (\$50.00) fee for any three hour meeting, or part hereof, payable in advance will be charged for rental to: 1) all groups outside of Fort Lee, 2) Fort Lee businesses, 3) profit-making organizations.
7. No organization using these areas may make a collection or charge a fee to those attending the meeting, except by specific permission of the Board of Trustees. In such cases, an additional \$50.00 will be charged over and above the \$50.00 fee. A full day Conference Room rental will be double whatever fee is charged. No literature may be distributed by organizations without advance permission of the Library Director.
8. When any of the Library's equipment is to be used, a deposit of \$25.00 is required. When it is determined that there is no damage to the equipment, the deposit will be returned. Equipment includes overhead projector, slide projector, DVD, television, audio tape recorder.
9. Attendance at such meetings will be restricted to the number of persons permitted for the respective areas under the building code of the Borough of Fort Lee (13 people for the Conference Room).
10. No refreshments may be served in the Conference Room.
11. Conference Room space is to be used for the purpose announced or intended. Any change of plan or topic must be approved by the Director (or in her absence, the Assistant Director) and/or an officer of the Board of Trustees.
12. The Director, or designated representative of the Board of Trustees, reserves the right to visit any meeting held on Library property.
13. If any organization cancels their meeting, credit will be given towards a future meeting at the Library. No refunds will be given.
14. Smoking is not permitted in any area of the Library.