

# USR LIBRARY MEETING ROOM APPLICATION

2017

**ALL CORRESPONDENCE TO**  
ann.witkowski@bccls.org

Dear Meeting Room Applicant:

Enclosed please find the 2017 Meeting Room forms. Last year there were over 1,000 meetings and programs in our meeting rooms.

To schedule meetings for 2017, please fill out the application and return it with the applicable fees. Your Certificate of Insurance must be current. Everyone must fill out original form.

Due to the enormous amount of meetings and programs scheduled at the Library, we will strictly adhere to our Meeting Room policies. Organizations who do not book a room on a regular basis, please remember that you must schedule the room two weeks in advance of the meeting date by filling out an application and including the fees and a Certificate of Insurance. No one will be allowed to use the Meeting Room without these items on file.

To add or change meeting room date, information must be submitted the following way: 1. Go to [www.uppersaddleriverlibrary.org](http://www.uppersaddleriverlibrary.org). Check calendar for the day and time you need. If the day and time is available then e-mail your request to [ann.witkowski@bccls.org](mailto:ann.witkowski@bccls.org). 2. Short forms are available at the library and at our web site and may be faxed to (201) 327- 3966. **L PHONE CALLS WILL NOT BE ACCEPTED**

**GENERAL POLICY**

# **USR LIBRARY MEETING ROOM APPLICATION**

The meeting room may be used by community organizations for meetings or programs whose aims are educational, cultural, civic and/or recreational. Fund raisers may be held in the library meeting room by Saddle River Valley non-profit organizations only, for the purpose of raising money to support Upper Saddle River organizations. Any other type of fund raisers will be at the discretion of the Board of Trustees.

## **RULES AND REGULATIONS**

### **SCHEDULING AND APPLICATIONS FEE**

An organization wishing to use the meeting room must submit an application and **Certificate of Liability Insurance** for approval to the Library Director **at least 15 days in advance**. No one will be allowed to use the meeting rooms without a signed application approved by the Director. No meetings may be held without written notification. Proof of non-profit status may be required (Form 990).

The applicable fees and payment for use of facilities must accompany each application.

Meetings may be scheduled for a one year period. Meetings will be scheduled in the following priority order:

1) Library business 2) Upper Saddle River non-profit groups 3) local non-profit group 4) other organizations.

No meeting may be held without written notification. Notification must be at least 7 days prior to meeting date. Notification may be dropped off at the library, faxed or emailed.

Cancellations must be made no less than 24 hours in advance or a \$25.00 fee will be charged. In the event the library is closed due to inclement weather, all meetings scheduled are canceled.

### **LIABILITY and INSURANCE**

A certificate showing liability insurance coverage with limits of not less than \$1,000,000 must be filed with the application for use of the library meeting rooms. The Upper Saddle River Public Library must be included as additional insured. If entity does not have a certificate of insurance then they must present a copy of a members home owner insurance policy showing the Upper Saddle River Public Library as an additional insured with limits of not less than \$1,000,000.

Any organization using the room assumes responsibility for the conduct of the activity for which permission is sought, and assumes any liability for personal property, personal injury incurred during attendance at the meeting, or other damage in or near said room during the period of use, without liability on the part of the Borough of Upper Saddle River or the Library Board of Trustees. The facilities must be left in good condition.

Press releases, posters, invitations, etc., are not to imply that a meeting is a library sponsored program unless written permission is given by the Director or Board of Trustee.

### **ADMISSION FEES**

# **USR LIBRARY MEETING ROOM APPLICATION**

No admission fees may be charged by groups using the rooms. Exceptions to this policy are paid registration at conferences or institutes and payment of fees for regularly scheduled adult or childrens education courses.

## **SET UP AND CLEAN UP**

Set up of the room is the responsibility of the organization. Tables and chairs are available in the meeting room for your use. It is suggested that someone arrive 15 minutes early to set up the room to best suit your meeting needs. The meeting room can be set up by your organization earlier in the day ONLY if nothing else is scheduled during that time slot.

Smoking is NOT allowed downstairs. Alcoholic beverages are NOT permitted.

The meeting room must be left as it was originally found. All tables and chairs must be put back to their original location. The floors should be vacuumed if necessary. (Please ask the staff for the location of the vacuum). A \$15.00 fee will be charged if the library staff must clean up the room.

## **HOURS**

Meetings must begin no later than thirty minutes before the scheduled closing time on the library and end no later than two hours after the scheduled closing time of the library. There are no exceptions.

## **FEES**

USR Non Profit (75% of organization must live in USR)

New Jersey Non Profits Excluding the above

No Charge

\$60 for 2 Hours

\$40 each additional hour  
or portion of an hour

Commercial Seminar

\$150.00 a day

Other Groups

\$150.00 a day

Tutors

\$ 10.00 per hour

Cancellation fee (if meeting cancelled with less than 24 hour notice \$ 25.00

## **ROOM ASSIGNMENTS**

The library reserves the right to reassign rooms if necessary.

## **CLOSING PROCEDURES**

(For any meetings beyond regular library closing time)

# **USR LIBRARY MEETING ROOM APPLICATION**

All meetings must end no later than 2 hours after library closing when the Library parking lot lights shut off and the cleaning service must clean the room.

## **AFTER REGULAR LIBRARY CLOSING TIME**

All meeting room attendees must leave through the front door. All doors downstairs and leading to the lobby upstairs must be shut. If they are not closed the alarm will be set off. If this should happen, the police will respond immediately. Any fines or fees imposed on the Library by the Police Department as a result of the above will be sent to that organization for payment. In addition, anyone attempting to use the doors to the Friends Book Room will also set off the alarm.

### **CLOSING PROCEDURE CHECKLIST**

1. Meeting Room should be cleaned up;
2. Meeting Room lights must be turned off;
3. Coffee pots must be unplugged and cleaned;
4. Check bathrooms to make sure nothing is running; close lights;
5. Turn off lights in hallway;
6. Doors must be shut tightly;

We must have the name of the person responsible for these closing procedures on the application form.

We must have the name of the person responsible for shutting off the lights, unplugging and cleaning pots, cleaning up room, making sure door is locked, on the application form.

# USR LIBRARY MEETING ROOM APPLICATION

## PLEASE REMEMBER

1. Please notify your group that if the Library is closed due to inclement weather, your meeting is cancelled as well.
2. Please put in all of your publicity and announce at all meetings that those attending meetings should not park in the front of the Library. **This space is for short-term Library parking only!**
3. Those planning evening meetings must read Closing Procedures (attached).
4. In order to enable the custodian to clean the meeting rooms, all Meetings must end by 10:30 p.m.
5. Arrangements for Library equipment must be made in advance, and Organizations must set up this equipment.
6. The Library reserves the right to reassign rooms if necessary.

We look forward to working with you during the upcoming season.

Sincerely,

Kathleen McGrail  
Director

# USR LIBRARY MEETING ROOM APPLICATION

Upper Saddle River Library  
**MEETING ROOM APPLICATION 2017**  
(www.upsaddleriverlibrary.org)

Date \_\_\_\_\_ Room assigned \_\_\_\_\_ Fees paid \_\_\_\_\_ amount \_\_\_\_\_ cash \_\_\_\_\_ check \_\_\_\_\_

Certificate of Insurance expiration date / /

Organization \_\_\_\_\_

Meeting type and Fees – Circle One

**USR Non-profit** No Charge (U.S.R. Organizations must have 75% of its members from U.S.R.)

**NJ Non Profit Excluding the Above**

\$60.00 for the first 2 hours

\$40.00 for each additional hour or portion of

**Commercial** \$150.00 per day

**All Other Groups** \$150.00 per day

**Private Tutors** \$10 per hour

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Please **print** clearly, you will be notified by email)

For Evening Meeting: Person responsible for closing \_\_\_\_\_ (Please read closing instructions.)

Dates of Meeting(s): \_\_\_\_\_

Time: \_\_\_\_\_

Type of Meeting: Program \_\_\_\_\_ Meeting \_\_\_\_\_ Fund Raiser \_\_\_\_\_ Other \_\_\_\_\_

Attendance: \_\_\_\_\_ Will refreshments be served? Yes No

Additional Services and Fees Required

Because of the heavy use of meeting rooms, set up is not available.

Meeting room clean up (\$15) if room is not left clean.

Late Cancellation fee (\$25.00) – Less than 24 hour notice.

I have read the policy and regulations for use of the room/space/equipment and agree that my organization will abide by them. I have read the liability release statement and agree to its terms.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Application is subject to approval by the Library Director and the Board of Trustees. Such approval will be withdrawn for violation of any regulation.

Approved By:

\_\_\_\_\_  
Library Director

\_\_\_\_\_  
Date

We reserve the right to reassign rooms if necessary

# USR LIBRARY MEETING ROOM APPLICATION

Upper Saddle River Public Library

([www.uppersaddleriverlibrary.org](http://www.uppersaddleriverlibrary.org))

Meeting Room Application

Short Form

2017

**(For those who have already completed full application)**

**COPY OF LIABILITY INSURANCE MUST BE ON FILE IN THE LIBRARY**

Date: \_\_\_\_\_

Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address \_\_\_\_\_

Date \_\_\_\_\_

Time of meeting: \_\_\_\_\_

# Attending: \_\_\_\_\_

Signature \_\_\_\_\_

**Application is subject to approval by Library Director & Board of Trustees.**

**Such approval will be withdrawn for violation of any regulation.**

**Please Note:**

**Form must be submitted at least seven days prior to meeting date.**

**Confirmation will be by emailed.**

**Forms may be dropped off at library, or faxed to 201-327-3966.**

**On line form available at [www.uppersaddleriverlibrary.org](http://www.uppersaddleriverlibrary.org). (click on meeting room form)**

**Approved by Director:**

**Date:**

**Room Assignment:**