

(*current year*)

PLEASE DIRECT ALL CORRESPONDENCE TO:  
usdrcirc@bccls.org

Dear Meeting Room Applicant:

Attached you will find the (*current year*) Meeting Room form.

To schedule meetings for (*current year*), please fill out the Application Form and return it with the applicable fees. Your Certificate of Liability Insurance must be current. Each organization must fill out the original Application Form.

All persons attending a meeting must comply with the then current COVID-19 mitigation policies in place at the Library. Responsibility to be familiar with the policies resides with the organization making the reservation. Groups that fail to comply with those measures will lose all meeting room privileges.

Due to the enormous number of meetings and programs scheduled at the Library, we will strictly adhere to our Meeting Room policies. Please remember that all organizations must schedule the room two weeks in advance of the meeting date by filling out an Application Form and include the fees and a Certificate of Insurance. No one will be allowed to use a Meeting Room without these items on file.

To request to add or change a meeting room date, please visit the Library website [www.uppersaddleriverlibrary.org](http://www.uppersaddleriverlibrary.org) and check the calendar for the day and time you need. If the day and time is available then email your request to [usdrcirc@bccls.org](mailto:usdrcirc@bccls.org). Please note that these requests must be received at least 7 days in advance.

Completed Application Forms may be dropped off at the Library, emailed or faxed to (201- 327- 3966). Meeting rooms will not be scheduled until all Application Forms and Liability certificates are received and all fees, if applicable, have been paid. **PHONE CALLS WILL NOT BE ACCEPTED**

Sincerely,

Ann Witkowski  
Head of Circulation

# LIBRARY MEETING ROOM POLICY

## GENERAL POLICY

The meeting rooms may be used by community organizations for meetings or programs whose aims are educational, cultural, civic and/or recreational. Meeting rooms shall not be used for entrepreneurial or commercial purposes, for the solicitation of business, for profit or for fundraising, except for fundraising by the Library or Library associated organizations, such as the Friends of the USR Library.

## RULES AND REGULATIONS

### **1. SCHEDULING AND APPLICATION FEES**

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 14 days in advance**. No group will be allowed to use the meeting rooms without a signed application approved by the Director. No meetings may be held without written notification from the Library of an approved Application. Proof of nonprofit 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 three month period. Meetings will be scheduled in the following priority order:

- 1) Library activities and business
- 2) Upper Saddle River nonprofit groups
- 3) New Jersey nonprofit group

Requests to add or change a meeting date must be made at least seven (7) days prior to requested date. Requests must be made via email to [usrdcirc@bccls.org](mailto:usrdcirc@bccls.org)

Cancellations must be received at least 24 hours in advance or a \$25.00 fee will be charged.

### **2. WEATHER**

In the event the Library is closed due to inclement weather, all meetings scheduled are cancelled. Library closure will be posted on [www.uppersaddleriverlibrary.org](http://www.uppersaddleriverlibrary.org)

### **3. 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 named as additional insured. If the organization does not have a certificate of insurance then they must present a copy of a member's homeowner's insurance policy naming 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, the Upper Saddle River Library, or the Upper Saddle River 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 and/or Board of Trustees.

**4. ADMISSION FEES**

No admission fees may be charged by groups using the rooms.

**5. 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.

The Library is a smoke-free facility. 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. Chairs must be stacked. The floors should be vacuumed if necessary. (Please ask the staff for the location of the vacuum). If the Library staff must clean the room following the meeting because it was not left in good condition, a fee of \$25.00 will be charged.

**6. HOURS**

Meetings must begin no later than thirty minutes before the scheduled closing time of the Library and end no later than two hours after the scheduled closing time of the Library. There are no exceptions. For current Library hours which are subject to change at any time, please visit [www.uppersaddleriverlibrary.org](http://www.uppersaddleriverlibrary.org).

**7. SUGGESTED DONATIONS**

USR Nonprofit (75% of organization members must live in USR)

No Charge

New Jersey Nonprofit

\$60 for 2 Hours/\$40 each add'l hour

**8. ROOM ASSIGNMENTS**

**The Library reserves the right to reassign rooms at its discretion.**

**9. AFTER REGULAR LIBRARY CLOSING /PROCEDURE**

- A. All meetings must end **no later than 2 hours** after Library closing.
- B. All meeting room attendees must leave through the front door. All stairwell doors and exterior doors must be closed upon exit. 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.
- C. CLOSING PROCEDURE CHECKLIST:

- 1. Meeting Room must be clean and all furniture put back as it was found; the floor vacuumed if necessary; chairs must be stacked;
- 2. Meeting Room lights must be turned off;

3. Check bathrooms to make sure all have exited the building;
4. Turn off lights in hallway;
5. Stairwell doors must be shut tightly.

**FOR ALL MEETINGS 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 announce in all communications and at all meetings that those attending meetings should not park in the parking spaces along the front of the Library. **These spaces are for short-term Library parking only.**
3. Meeting attendees should confine themselves to the meeting room and public restrooms only. Entry to other locations may result in forfeiture of meeting room privileges.
4. The meeting room must be left as it was originally found. All tables and chairs must be put back to their original location. Chairs must be stacked. The floors should be vacuumed if necessary.
5. Those planning evening meetings must adhere to the Closing Procedure.
6. Arrangements for Library equipment must be made in advance, and organizations are responsible for setting up equipment. The organization will be responsible for any damage to equipment.
7. The Library reserves the right to reassign rooms at its discretion.

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

Certificate of Insurance expiration date    /    /

Organization \_\_\_\_\_

Meeting type and Suggested Donations – Circle One

**USR Nonprofit** (75% USR residents)    No Charge

**New Jersey Nonprofit**                      \$60 for 2 hours/\$40 each additional hour or part thereof

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

Address \_\_\_\_\_

Cell Phone \_\_\_\_\_                      email address \_\_\_\_\_  
(Please **print** clearly, you will be notified by email)

Name and cell phone of responsible party for meetings ending after Library hours:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ (Please read closing instructions.)

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

Time: \_\_\_\_\_ Meeting type: Program \_\_\_\_\_ Meeting \_\_\_\_\_ Fundraiser \_\_\_\_\_ Other \_\_\_\_\_

Attendance # \_\_\_\_\_

Additional Services and Fees Required

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

Meeting room cleaning fee (\$25.00) if room is not left clean.

Late Cancellation fee (\$25.00) if less than 24 hour notice is given or no show.

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. Such approval will be withdrawn for violation of any policy or non-payment of any assessed fees.

Approved By:

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Room Assigned