Ramsey Free Public Library Meeting Room Policy

Click here for the meeting room application

As a community service, the library makes its meeting room available for use by nonprofit community groups when it is not being used for its primary purpose: library-related activities. Nonprofit community groups are defined and limited to those groups that are located within or have their principal official or organizational address within the Borough of Ramsey. Permission to use the meeting room does not imply endorsement of any organization using the room.

The Ramsey Free Public Library and the Borough of Ramsey shall not be held responsible for any injury to persons or loss or damage to personal property in the use of the premises. Further, certificates of insurance naming the library as an additional insured may be required. The sponsoring group/organization will be responsible for the provision of any specific non-facility ADA required accommodation, e.g. facilities for the hearing impaired.

**HOURS:** Scheduled only when the library is open to the public.
All meetings shall be held between the following hours:
Monday-Thursday 10:00 AM to 8:45 PM
Friday & Saturday 10:00 AM to 4:45 PM
Sunday 12:30 PM to 3:45 PM

**CAPACITY OF MEETING ROOM**
- Maximum capacity with tables and chairs is 50.
- Maximum capacity with chairs only is 80.
- Maximum capacity standing is 135.

**RESERVATIONS**
1) The meeting room may be scheduled for no more than six months in advance. The meeting room may not be reserved by any one organization on a weekly basis. A "special use" permit will be considered to allow for limited consecutive weekly dates.

2) Reservations will be accepted on a first-come, first-served basis upon receipt of a completed application.

3) The library reserves the right to cancel or relocate any scheduled meeting if circumstances warrant.

4) No admission charges, collections, tuition, sales (except for regular club dues) or other money-raising activities may be attached to use of the meeting room, unless approved by the Board of Trustees. Groups may charge attendees for the actual costs of a program, or accept voluntary donations for a charitable or educational cause.
REGULATIONS

1) No organization or group shall use the library as its official address, except the Ramsey Library Board of Trustees and the Friends of Ramsey Library.

2) All publications for meetings must indicate the program is hosted by the said organization, not by Ramsey Library. The Ramsey Library must only be named as the location of the meeting and that the Ramsey Library is not responsible for the content of the publication.

3) Storage of goods by organizations meeting at the library cannot be accommodated.

4) Groups with members under 18 years of age must have an adult sponsor, who in turn must be present at the meeting.

5) Smoking is prohibited in all areas of the library.

6) Refreshments must be monitored by the sponsoring organization. All beverages must be in closed containers.

7) Cleanup is the responsibility of the organization, including sorting for recycling.

8) The use of alcoholic beverages is prohibited anywhere on Library premises.

9) Private tutors and their students may use designated areas only.

1. Failure to abide by these rules may result in cancellation or refusal of future reservations.

CONDUCT

1) The conduct of meetings will be respectful and well-governed.

2) Excessive noise or use of hazardous materials is prohibited.

3) Materials are not to be attached to walls, windows, doors, or furnishings except at the direction of authorized library staff.

4) Groups are responsible for leaving the meeting room in order.

5) If a particular configuration of tables and chairs is required, users are responsible for setting up and returning furniture to the proper locations within the room.

6) Any damage to library property will be the group's responsibility.