

Programming and Meeting Room Use Policy

Monmouth County Library
Eastern Branch, Hwy 35, Shrewsbury, NJ 07702

Permission to use library meeting rooms does not imply library endorsement of the aims, policies, programs, or public statements of any group or organization.

- 1) Library meeting rooms are available for use by any non-profit educational, civic, community, state, county, or municipal organization.
- 2) All meetings held on library premises are **free and open to the public**.
- 3) No admission may be charged. **No solicitation or collection from the public may be made.** Nothing may be sold except author's books and musician's tapes/CDs.
- 4) All presentations, handouts, brochures, etc. from anyone in your organization must be generic and informational with no company name, address, or logo.
- 5) Before, during, or after the event, there will be no registration of library participants. You may, however, put out business cards so that attendees will be able to contact you after the presentation if they have questions or need additional information.
- 6) Meetings may be held only while library is open:
Monday through Thursday: 9:00 AM – 9:00 PM
Friday and Saturday: 9:00 AM – 5:00 PM
The meeting rooms are closed on Sunday to non-library sponsored programs.
Meetings must conclude 30 minutes before closing time.
- 7) There is a non-refundable room use fee of \$5; if you plan on serving refreshments, the fee is \$10. The fee must accompany the meeting room application. The room will not be confirmed until the fee is received.
- 8) The group is responsible for providing all refreshment supplies and complete clean up of the meeting room.
- 9) Individual whose signature appears on the application is responsible for any damage to library property which may result from use of library facility.
- 10) The library will not accept any bookings beyond a three-month period. Due to the high demand for the room, the library may not book for any group on a continuing, ongoing basis.

- 11) If you are promoting this event on a web site, please send us the link. If you are submitting your own information to the press, please send us a copy prior to its release.
- 12) Advance publicity put out by the speaker may not suggest that Monmouth County Library in any way recommends a product, service or point of view even though the speaker is appearing under library auspices.
- 13) On controversial topics the library may require that opinions on various sides of the issue be represented.
- 14) Speakers who ignore or violate the guidelines may be barred from further engagements in all locations of the Monmouth County Library System.

If supplies are necessary, attendees must be given the option of:

- a. Buying from the speaker
- b. Supplying their own equivalent
- c. Observing only

Responsibility: Individual signing the Eastern Branch Meeting Room Application is considered the responsible party to make any agreement between this organization and Eastern Branch, and takes responsibility for adherence to Library policy statements, even if not present during the meeting and/or program. Signing individual will advise Eastern Branch on equipment needs and attendance. Signing individual is responsible for attendees abiding by all federal, state & local laws, and library policies.

Meeting Room Application

Kim Avagliano, Branch Manager
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MONMOUTH COUNTY LIBRARY

EASTERN BRANCH

1001 ROUTE 35, SHREWSBURY, NJ 07702

1-866-941-8188

Requested date of meeting:

Starting time:

Ending time:

(Meeting must end at least 30 minutes prior to closing)

Name of applicant:

Organization:

Address:

E-mail address:

Telephone:

Cell:

Fax:

Title of Meeting/Program:

Program information (include press release, if available):

Please indicate any equipment needed for your meeting from the choices below. Do not add equipment that is not on this list.

Please note: The library does not have an LCD projector, projector cable, laptop or extension cords available; you must provide your own.

_____ TV/DVD player

_____ Podium

_____ Screen

_____ Easel

_____ Microphone

_____ Chalkboard

TABLES (limit 8) _____

CHAIRS (limit 50) _____

Estimated attendance _____

Do you plan to serve refreshments? _____

Arrangement desired (include diagram, if possible):

I have read and understand the programming guidelines.

Signature

Date