Meeting Room Rental Policy

The Princeton Public Library’s meeting rooms are used primarily to support library programs and activities. Library sponsored programs and the programs of the library’s affiliated organizations are given priority in the reservation of meeting room space.

Meeting rooms are also available for rent when not required for library activities, to Princeton boards and commissions, and to nonprofit and for-profit organizations for their own internal purposes only.

Rooms may not be rented for events where participants pay to participate (e.g., classes or seminars) or for social events or for events that are open to the public.

Meeting Room Reservations

Meeting room application forms may be completed and submitted online at princetonlibrary.org/rent-a-space/. The Facilities Rental Coordinator will review reservation requests and respond within two business days.

Every applicant will designate an adult responsible for the supervision of the use of the assigned library meeting room. This individual, as well as the group, will be responsible for damages and additional cleaning that may be required.

Groups may reserve a meeting room for a maximum of one meeting per month, or more with approval from the Facilities Rental Coordinator or Executive Director, and 60-90 days in advance based on the library's programming schedule.

The library reserves the right to assign and reassign meeting rooms based on projected attendance, meeting requirements and available space.

Meeting Room Availability and Fees

When meeting rooms are not needed for library-related programs, they may be offered for rental provided that a completed and signed Agreement for Use of Library Facilities and Application of Use are submitted to the library. The library reserves the right to seek references for any applicant seeking to rent the library facility prior to entering into a rental agreement.

Meeting rooms are available for use during regular library hours: Mon.-Fri., 9 a.m.-9 p.m., Sat., 9 a.m.-6 p.m., Sun., 1-6 p.m. Note: Rentals requiring use of audiovisual equipment or room set up are available 30 minutes after library opening hours.

The following meeting rooms are available for use upon submission and approval of an application and payment of all rental and related fees. All meeting room use is subject to meeting room availability. Meeting room fees may be waived for library-affiliated organizations or municipal agencies of Princeton as well as at the discretion of the Executive Director.

<table>
<thead>
<tr>
<th>Room, Location</th>
<th>Capacity</th>
<th>Nonprofit</th>
<th>For Profit</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Room, First Floor</td>
<td>155</td>
<td>$50/hr</td>
<td>$125/hr</td>
<td>All meeting room rentals require a 1-hour minimum.</td>
</tr>
<tr>
<td>Conference Room, Second Floor</td>
<td>16</td>
<td>$20/hr</td>
<td>$50/hr</td>
<td></td>
</tr>
<tr>
<td>Princeton Room, Second Floor</td>
<td>14</td>
<td>$30/hr</td>
<td>$75/hr</td>
<td></td>
</tr>
<tr>
<td>Quiet Room, First Floor</td>
<td>18</td>
<td>$20/hr</td>
<td>$50/hr</td>
<td></td>
</tr>
<tr>
<td>Study Room 9, Second Floor</td>
<td>6</td>
<td>$20/hr</td>
<td>$50/hr</td>
<td></td>
</tr>
<tr>
<td>Tower Room, Second Floor</td>
<td>10</td>
<td>$20/hr</td>
<td>$50/hr</td>
<td></td>
</tr>
</tbody>
</table>

Permission to use a meeting room does not imply library endorsement of the goals, policies or activities of any group or organization.

Food and Drink

Refreshments can be served in the meeting rooms with the exception of the Princeton Room. Catering services are offered by the library’s preferred caterer, Jammin’ Crêpes. If they are unable to provide catering for a meeting/event, arrangements may be made with another caterer, pending approval by the Facilities Rental Coordinator or Executive Director. Refreshments for a meeting/event may also be purchased at the library café, Jammin’ Community Café. The renter is responsible for prompt cleanup following the food service if other than the preferred caterer is used. Food delivery service to the library is not permitted.

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1 Nonprofit organizations are defined as those organizations with proof of incorporation as a nonprofit or charitable entity; any organization recognized as a service organization; or any local group meeting for a specific not-for-profit purpose.

2 For-profit organizations are defined as a group or organization whose purpose is to conduct operations to realize a financial profit.
Additional Rules for the Use of Meeting Rooms

The following additional rules apply to groups using a library meeting room:

- When used as a rental, library meeting rooms are not to be used for the sale of goods or services or recruitment of or marketing to prospective commercial clients.
- Renters may use the library facilities for business or organizational meetings or private events—however, no admission may be charged and no products or services may be advertised, solicited or sold without the express written consent of the library’s Executive Director and/or Facilities Rental Coordinator.
- Meeting rooms may not be used for profit-making ventures or by representatives of profit-making companies and/or organizations to market such ventures or otherwise advertise or sell their goods and services.
- Parties, showers, memorial services and other receptions cannot be held in the library.
- Groups cannot use the library’s name, address or telephone number as their official address or contact information.
- Groups may not publicize their meeting or event in such a way as to imply library sponsorship or that the meeting is open or offered to the public.
- Groups renting the library’s meeting rooms may advertise their meeting through membership lists, private email lists, opt-in marketing lists or other channels that reach a pre-defined group of members. Any advertisements of the meeting must include the following: The Princeton Public Library does not advocate or endorse the viewpoints of meetings or meeting room users.
- Individuals may not smoke, use e-cigarette devices, consume alcoholic beverages or cook in the meeting rooms.
- The library is not responsible for equipment, supplies, materials or any personal property owned by those sponsoring or attending meetings at the library.
- Use of the meeting room shall not conflict with normal library operation or with library sponsored meetings, programs or activities. Groups will adhere to the Library Code of Conduct and keep noise levels consistent with the proper atmosphere of the library at all times.
- Groups that wish to hang items in the meeting rooms must use library-approved supplies.
- Meeting rooms must be completely vacated by closing time or upon direction from a library staff member due to an alarm, health and safety issue, or other issue in the library.
- Meeting room users are responsible for leaving the room in the same condition as originally found. The library reserves the right to charge a fee in the event the room is not returned to its original state following a meeting, and reimbursement of costs to restore the condition will be the responsibility of the renter.

Audiovisual Equipment

The library’s meeting rooms are fully equipped to offer technical support for presentations and workshops. AV equipment is available to be used by outside groups renting meeting space for a fee. Groups may use their own equipment provided the library network and/or AV systems are not compromised or unduly burdened. The library’s facilities manager must be consulted before approval is granted for outside equipment to be used.

Any library equipment used must be left in the same condition in which it was found. Damage or loss of any library equipment or property will result in a financial liability to the individual and/or group reserving the room.

Insurance Requirement

For use of the Community Room, a Certificate of Insurance in the amount of $1,000,000 Combined Single Limit of Liability for bodily injury and property damage is required. This may be obtained from an insurance agent and must be approved before approval of the reservation request. The Princeton Public Library must be named as an “additional insured” on the Insurance Certificate for the time during which the library will be used.

Groups renting meeting space must sign a hold harmless agreement to the benefit of the library prior to use of a meeting room.

Cancellations/Denial of Meeting Room Privileges

The Executive Director reserves the right to cancel any application. An appeal of this decision can be made to the Library’s Board of Trustees at a regularly scheduled meeting.

The signer of the meeting room application must inform the library’s Administrative Office if a meeting is cancelled. In order to receive a refund, notice of cancellation must be received at least three days prior to the scheduled event. The library reserves the right to deny meeting rooms to organizations that repeatedly cancel meetings or repeatedly fail to notify the library of cancellations.

No group will be permitted use of a meeting room if that use poses a potential disturbance to the normal operation of the library (e.g., excessive noise, a safety hazard or a significant security risk). The Executive Director may also deny the use of meeting rooms to groups that violate meeting room policies.