



Meeting Room Rental *Terms and Conditions*

Statement of Policy

In accordance with Article IV of the Library Bill of Rights, which states that libraries which make meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use, Princeton Public Library’s meeting rooms are available when not required for library purposes.

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

Availability

The following meeting rooms are available for rent during the library’s regular operating hours:

- Community Room (maximum of 155 people)
- Conference Room (maximum of 16 people)
- Quiet Room (maximum of 18 people)
- Study Room 9 (maximum of 6 people)
- Tower Room (maximum of 10 people)

Reservations

Meeting rooms may be requested up to 30 days in advance, for a minimum rental time of one hour, via the library’s online reservation system. Requests will be taken on a first-come, first-served basis. Requests for rental space more than 24 hours in advance will be reviewed within 24 hours during standard business days (Mon. - Fri., 9 a.m. - 5 p.m.). Requests made over the weekend or during holiday/library closings will be reviewed on the next standard business day.

While the regular review period is one business day from receipt of request, we cannot necessarily guarantee approval of requests made within 24 hours of the desired date. Rental requests are considered “Pending” until the requestor receives electronic approval or denial from library staff.

Walk-in reservations will be accommodated based upon availability of space; however, use and setup of audiovisual equipment cannot be guaranteed.

The library reserves the right to impose limitations on the frequency of use of the meeting rooms by a group or individual.

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

Prohibited Use

Meeting room rental space may not be used for:

- public events, business solicitations, fundraising, political campaigning, parties, receptions, or memorial services.
- events where admission is charged or participants pay to attend (i.e., classes, seminars, workshops).
- recruitment of or marketing to prospective clients.
- advertising or selling of products or services.

Cancellations

Cancellation of meeting room reservations can be made via the online reservation system or by contacting library staff. In order to receive a refund, notice of cancellation must be received at least three business days prior to the day of the scheduled event.

Fees

It is the policy of the Board of Trustees that the library’s meeting rooms be self-supporting. Fees are intended to cover the library’s maintenance and overhead costs. 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.

<u>Room</u>	<u>Nonprofit</u>	<u>For profit</u>
Community Room	\$50/hour	\$125/hour
Conference Room	\$20/hour	\$50/hour
Quiet Room	\$20/hour	\$50/hour
Study Room 9	\$20/hour	\$50/hour
Tower Room	\$20/hour	\$50/hour

Setup of technology in the meeting rooms will incur a \$35 flat-rate fee per room. Audiovisual equipment, requested more than 24 hours in advance of the approved meeting, will be set up prior to the meeting by library staff. At the start of meetings scheduled Sunday-Friday, a library staff member will meet with you to ensure that all equipment is set up and working properly. Arrangements must be made ahead of time for Saturday meetings that require AV use instructions.

Responsibilities

Meeting room users must adhere to the library's [Code of Conduct](#) and keep noise levels consistent with the proper atmosphere of the library at all times.

Use of a meeting room shall not conflict with normal library operation or with library sponsored meetings, programs or activities.

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

Meeting room users are responsible for leaving the room in the same condition as originally found, and 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 or group reserving the room. The library also 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.

The library is not responsible for equipment, supplies, materials or any personal property owned by those sponsoring or attending meetings at the library.

Food and Drink

Renters must abide by the library's current policy regarding food and drink. During times when food and drink are allowed, refreshments may be served in the meeting rooms. Catering services are offered by the library's preferred caterer. 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. The renter is responsible for prompt cleanup following the food service if a provider other than the preferred caterer is used. Food delivery service to the library is not permitted.

Publicity Requirement

Groups may not offer or publicize their meeting to the general public.

Groups may publicize their meeting through their own membership lists, private emails lists, opt-in marketing lists or other channels that reach a pre-defined group of members. Such internal invitations must not include the library logo or other library branding, and may not imply library sponsorship. Any invitations for the meeting must include the following text: *The Princeton Public Library does not advocate or endorse the viewpoints of meetings or meeting room users.*

Groups may not use the library's name, address or telephone number as their official address or contact information.

Denial of Meeting Room Privileges

Groups or individuals will not be permitted to use 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 or individuals that violate meeting room policies.

The library reserves the right to deny meeting rooms to organizations that repeatedly cancel meetings or repeatedly fail to notify the library of cancellations. The Executive Director also reserves the right to cancel any request or booking. An appeal of this decision can be made to the library's Board of Trustees at a regularly scheduled meeting.

Insurance/Indemnification

For use of the Community Room, organizations that have a Certificate of Insurance in the amount of \$1,000,000 Combined Single Limit of Liability for bodily injury and property damage must provide their certificate. 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.

All meeting room users agree to hold harmless the Princeton Public Library from and against any and all liability which may be imposed upon them for any injury to persons or property caused by the organization or any person connected with the meeting.