

Meeting Room Policy & Reservations

1. The room may be reserved for non-profit education, civic, and cultural purposes, but not for sectarian religious or partisan political meetings, or for merely business meetings, except where certain organization business is incidental to an educational, civic or cultural meeting. *Please note that the use of the meeting room for library purposes will have priority over all other uses.*
2. Application for the use of the room should be made, in writing, on a form supplied by the library. The application must be approved by the library director and/or the Board of Trustees.
3. The library will not charge a fee to local groups, agencies, or organizations. Meetings must take place during regular library hours and must end 30 minutes before closing time, so that staff may begin closing procedures.
4. All meetings must be open to the public. The library director or designated representative of the Board of Trustees reserves the right to attend any meeting held on library property. No fees, dues, or donations may be charged or solicited by the organization for any program.
5. The sponsor shall be present in the room during the entire time of the function and shall be fully responsible.
6. Children's and youth groups may use the room provided they are supervised by an appropriate number of adults. The librarian-in-charge at the time of the function shall be sole arbiter of the "appropriate number of adults" to supervise. If the librarian-in-charge determines there are too few adults, the group will be asked to cancel the meeting.
7. Meeting room space must be solely for the purpose pronounced or intended. Neither the name nor the address of the library may be used as the official address or headquarters of any organization. In addition, applicants may not use, advertise or publish the name of the Library as their place of business or otherwise imply Library sponsorship of their business or activities.
8. No refreshments of any kind may be served or provided.
9. Organizations showing slides may use the library's equipment, but the organization must provide a competent operator of the equipment.
10. Smoking and the consumption of alcoholic beverages are prohibited in any and all parts of the library.
11. The Board of Trustees of the Fairfield Free Public Library assumes no liability for injury or damage to the person or property of those attending the meeting, function, or activity, or for injury or damage to the person or property of the permittee, its offers, agents, employees, contractor, guests, or invitees; the views presented may not be the views of the Board of Trustees and the program, meeting, function, or activity is for information purposes only and not to solicit sales; and further, the Board of Trustees reserves the right to amend these regulations and to limit the number and frequency of public meetings, functions, and activities.

THE MAXIMUM NUMBER OF PEOPLE ALLOWED IN THE MEETING ROOM BY REGULATION OF THE FAIRFIELD TOWNSHIP FIRE DEPARTMENT IS 100.

Rev. 3/2001
Revised: Board REV: 7/2022

MEETING ROOM APPLICATION
Fairfield Free Public Library

Name of Organization: _____

Address of Organization: _____

Purpose of Function of Organization: _____

Topic/Purpose of Meeting: _____

Expected Attendance: _____ Date of Requested Meeting: _____

Requested Time and duration of Meeting: From: _____ To: _____

Equipment being brought by applicant: _____

Equipment requested to use from library: _____

Additional information: _____

Name of Applicant: _____

Phone Number of Applicant: _____

Address of Applicant: _____

It is hereby understood and agreed that, if this application is granted, the undersigned will assume all and exclusive liability for the preservation of order, and the sole and exclusive liability of any injury to persons, and any damage to, or loss of property that may result from this use; the program is for the information purposes only and not to solicit sales; and for the due observance of all regulations of the Board of Trustees of the Fairfield Free Public Library.

Signature: _____ Date: _____

(Applicant)

Approved by: _____ Date: _____

(Library Director)

Please return this form to: Library Director, Fairfield Free Public Library, 261 Hollywood Ave., Fairfield, NJ 07004
| Phone: 973-227-3575 | Fax: 973-227-7305 | www.ffpl.org

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