



245 Lake Street  
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## **MEETING ROOM POLICY**

### **GENERAL POLICY**

The meeting room may be used by community organizations for meetings or programs whose aims are educational, cultural, civic and/or recreational. Fund raisers may be held in the library meeting room by Saddle River Valley non-profit organizations only, for the purpose of raising money to support Upper Saddle River organizations. Any other type of fund raisers will be at the discretion of the Board of Trustees.

### **RULES AND REGULATIONS**

#### **SCHEDULING AND APPLICATIONS FEE**

An organization wishing to use the meeting room must submit an application and Certificate of Liability Insurance for approval to the Library Director at least 15 days in advance. No one will be allowed to use the meeting rooms without a signed application approved by the Director. No meetings may be held without written notification. Proof of non-profit status may be required (Form 990).

The applicable fees and payment for use of facilities must accompany each application.

Meetings may be scheduled for a one year period. Meetings will be scheduled in the following priority order:

- 1) Library business
- 2) Upper Saddle River non-profit groups
- 3) local non-profit group
- 4) other organizations

No meeting may be held without written notification. Notification must be at least 7 days prior to meeting date. Notification may be dropped off at the library, faxed or emailed.

Cancellations must be made no less than 24 hours in advance or a \$25.00 fee will be charged. In the event the library is closed due to inclement weather, all meetings scheduled are canceled.

#### **LIABILITY and INSURANCE**

A certificate showing liability insurance coverage with limits of not less than \$1,000,000 must be filed with the application for use of the library meeting rooms. The Upper Saddle River Public Library must be included as additional insured. If entity does not have a certificate of insurance then they must present a copy of a members home owner insurance policy showing the Upper Saddle River Public Library as an additional insured with limits of not less than \$1,000,000.

Any organization using the room assumes responsibility for the conduct of the activity for which permission is sought, and assumes any liability for personal property, personal injury incurred during attendance at the meeting, or other damage in or near said room during the period of use, without liability on the part of the Borough of Upper Saddle River or the Library Board of Trustees. The facilities must be left in good condition.

Press releases, posters, invitations, etc., are not to imply that a meeting is a library sponsored program unless written permission is given by the Director or Board of Trustee.

### **ADMISSION FEES**

No admission fees may be charged by groups using the rooms. Exceptions to this policy are paid registration at conferences or institutes and payment of fees for regularly scheduled adult education courses.

### **SET UP AND CLEAN UP**

Set up of the room is the responsibility of the organization. Tables and chairs are available in the meeting room for your use. It is suggested that someone arrive 15 minutes early to set up the room to best suit your meeting needs. The meeting room can be set up by your organization earlier in the day ONLY if nothing else is scheduled during that time slot.

Smoking is NOT allowed downstairs. Alcoholic beverages are NOT permitted.

The meeting room must be left as it was originally found. All tables and chairs must be put back to their original location. The floors should be vacuumed if necessary. (Please ask the staff for the location of the vacuum). A \$15.00 fee will be charged if the library staff must clean up the room.

### **HOURS**

Meeting rooms are available for scheduling whenever the library is open. All meetings must end by 10:30 p.m. There are no exceptions.

### **FEES**

USR Non Profit (75% of organization must live in USR)	\$25.00
Non Profit Organizations:	
1 Hour Monthly	\$100 a year
2 Hour Monthly	\$125 a year
3-4 Hour Monthly	\$150 a year
Commercial Seminar	\$125.00 a day
All other groups	\$125.00 a day
Tutors (Fleming Room Only 7-9 P.M. M-Th)	\$10.00 per hour
Cancellation fee (if meeting cancelled with less than 24 hour notice)	\$ 25.00
Additional meetings for regularly scheduled groups	\$100.00 a day

### **ROOM ASSIGNMENTS**

The library reserves the right to reassign rooms if necessary.