

## **MONTVILLE TOWNSHIP PUBLIC LIBRARY PIO COSTA MEETING ROOM POLICY**

The Montville Township Public Library is aware of the need for meeting space for government agencies, local groups and organizations. Making available such accommodations to the public is an additional service, which the Library may render under conditions set by the Library Board. Permission to use the Pio Costa Meeting Room does not constitute an endorsement of a group's policies or beliefs by the Library Board of Trustees. The Pio Costa Meeting Room is the only library space available for reservation.

Space, staff limitations, and library schedules necessarily require regulatory measures, which affect the use of the meeting room. These rules may be modified for official library or Township functions when deemed appropriate. The Library Director and the Library Board reserve the right to deny permission to use the meeting rooms.

All persons using the Pio Costa Meeting Room must abide by the library's Code of Conduct and other policies. The Code of Conduct and all other policies can be found at <https://www.montvillelibrary.org/library-policies> .

Associated policies and documents:

- Library Meeting Room Application
- Montville Township Ordinance
- Library Code of Conduct
- Library Commercial Use Policy

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### **RESERVATIONS**

Groups interested in booking meeting rooms need to fill out a meeting room application. Please submit your application through one of the following options:

In person at our library Business Office between the hours of 9-5, Monday-Friday.

Download and fill out our online PDF form and fax to the Business Office 973-402-0592. (Adobe required)

You may also send a PDF copy of your application to the Business Office by email at: [jivy@montvillelibrary.org](mailto:jivy@montvillelibrary.org)

Applications for first time users of the auditorium must include proof of non-profit or not-for profit status plus their annual Insurance Certification.

[Click here for the Meeting Room Application](#)

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### **PERMISSIBLE MEETINGS & PROGRAMS**

The use of the meeting room will be assigned by the Library Director in priority order to render use of the facility for the benefit of the greatest number of Township residents. Priority for the use of the meeting room will be given in the following order:

- Library sponsored meetings or programs.
- Township, county, state or federal government agencies
- Non-profit or not-for-profit organization sponsored meetings or programs.

The use of the meeting room for meetings, by non-profit or not for profit groups and organizations requires that the meetings must be open to the public and media and that at least the majority of the group or organization are Montville residents. The Library reserves the right at all times to monitor the use of the room before, during and after a program. (As per Township ordinance).

Meetings involving politics are permitted ONLY under the following conditions: The meeting is held in the form of an open forum with all political parties and/or candidates invited, in writing, to appear.

[Click here for Montville Township Ordinance](#)

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### **PROHIBITED USES**

- Rallies or campaigns for specific partisan political issues or candidates.
- Religious services.
- Non-library related groups charging admission, fees, contributions, soliciting donations or taking collections of any kind.

- Activities likely to disturb regular library functions.
- Fund-raising activities or events, except those sponsored by the Library or its partners for funds for the Library.
- Any unlawful purposes.
- Private social gatherings, social clubs, social activities, not affiliated with a non-profit or not for profit organization unless sponsored by the Library or its partners.
- Private dance or music recitals not affiliated with a non-profit or not for profit organization unless sponsored by the Library.

A meeting or program is defined as commercial if the group sponsoring or conducting the meeting has as the purpose of the meeting to advertise, promote, or sell a product or service; or to train and motivate its employees; or for any and all other business-related functions such as market research, interviewing applicants, etc.

No admission or donations are to be charged by any group using the meeting room, with the exception of library-sponsored programs for which fees may be charged for fundraising events. For the purpose of this section, the term "library-sponsored programs" means meetings or programs in which Library staff or third parties hired by the Library make the presentations, meetings of Library staff and/or volunteers.

Please refer to the Library's separate policy prohibiting commercial uses of the Library.

[Click here for Library Commercial use Policy](#)

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## **FACILITIES**

The library has one multi-purpose meeting room available for community use. The room is located in the Pio Costa Auditorium complex and is wheelchair accessible. The room has carpet floors.

Maximum capacity for the multi-purpose room is 75 persons.

Restrooms are located within the complex and are wheelchair accessible.

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## **PARKING**

The Library has a 90-space parking lot that includes four handicapped spaces. Overflow parking is not permitted on the grass surrounding the Library.

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## **EQUIPMENT**

The Montville Township Public Library cannot provide audiovisual (A/V) equipment for any outside group, which would require staff to provide assistance.

Microphones and a podium are available for use upon request. Audiovisual Please note this equipment is available for in-house Library use only for Library or Library sponsored programs, or for Township or governmental agencies.

Tables and chairs are available for groups or organizations. It is expected that at the end of the event that all tables and chairs are returned to their proper place within the room.

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## **RESERVATIONS/APPLICATION FORMS**

Reservations for the use of the meeting room must be made on the Montville Township Public Library Meeting Room Application.

Groups will be booked in order of priority and then by date application is received with payment.

Reservations will be accepted no more than 90 days in advance of the desired date of use.

Cancellation of meetings must be made at least twenty-four (24) hours before the scheduled time by notifying the Library Director. The Library reserves the right to cancel meetings for good reason, upon reasonable notification.

[Click here for Meeting Room Application Form](#)

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## **CLOSING TIME**

Meetings must be scheduled within regular library facility hours.

The meeting room must be vacated fifteen minutes before the Library is closed. All members of a group must be out of the meeting room fifteen minutes prior to the designated closing times. Groups must allow themselves time for cleanup, etc., so the Library can be secured promptly at the closing times specified below:

- Monday through Thursday, 8:00 PM
- Friday, 5:00 PM
- Saturday, 5:00 PM

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## **MEETING ROOM FEES**

The Library does not charge a fee for the meeting room but a refundable deposit check for \$500 should be made out to the Montville Township Public Library in the event any damage to the room occurs and needs to be repaired or carpeting cleaned.

Fees must accompany the application when submitted to the Library Director for approval. If the application is denied, the check will be returned.

Should any unusual cleaning need to be done as a result of a group's use of the Library, a reasonable charge will be made to the group at the current janitorial rate.

Government agencies are exempt from the deposit.

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## **MEETING ROOM REGULATIONS**

An application for meeting room use will include the name of the group, date and times of meetings, nature of meeting, name, address, and telephone number of group-contact person, name, address, and signature of the Montville resident who is a member of the organization or group, their library card number, number of people attending, and desired equipment needed.

The Library does not have the staff to supply any meeting room set-up or break down for outside groups.

Prior to the group's use of the meeting room, the group leader will be required to have a safety and security tour of the facility. Group leaders are also required to point out exits to their groups in the event of a building evacuation or loss of power.

Light refreshments (equivalent to coffee and cookies) can be served in the Pio Costa Auditorium in the designated areas in the rear of the meeting room. The Library Director must approve service of all refreshments. Groups must supply all of their own refreshments including any food items, water, coffee, cream, sugar, and paper goods. Each group is responsible for clean up before leaving. Items should be removed from the building and placed in the Library's dumpster. The Library will provide basic clean-up supplies to groups, such as garbage bags. In addition, group should report immediately to staff prior to leaving if anything was damaged or needs cleaning prior to their departing.

Smoking or vaping is not permitted anywhere in the Library, including all meeting rooms, lobbies, restrooms, etc. or within 50 feet of the building.

No alcoholic beverages may be used and/or in possession of on Library premises. The exception is library sponsored fundraising events with the necessary permits. No intoxicants or contraband may be used and/or in possession of on Library premises.

Decorations must be limited to those items which can stand on the floor or a table, and which conform to fire regulations.

Nothing may be attached to walls or ceilings of the meeting room. Items may not be left on walls.

Minors under the age of eighteen (18) may use the meeting room with one adult supervisor, who is at least twenty-one (21) years of age, for each six (6) minors, who will assume complete responsibility for the activities in and condition of the premises.

Use of the name or address of the Library as the official address or headquarters of an organization is prohibited. The Library will not advertise or promote any meeting or event unless it is a co-sponsor.

Use of Library telephones for calls by members of an organization is not permitted. Library staff will not deliver messages to organization members nor will they intercede in food deliveries.

The Library reserves the right to cancel any event due to natural disasters, capital projects, and maintenance problems or for any other reason deemed valid by the library. Rescheduling is subject to availability.

In fairness to all, a single group may not use the meeting room more than once a week.

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### **VIOLATIONS**

If a group violates one or more of the above meeting room regulations, the group will receive a written Montville Township Public Library Meeting Room Violation Notification. The group may not be permitted to use the meeting room again at the discretion of the Library Director.

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### **LOSS OR DAMAGE**

In the case of vandalism, theft, fire, flood or other natural disaster, the Library is not responsible for loss or damage to the organization's property stored within the building. However, each organization will promptly pay for all damage or injury to or loss of Library property that may occur because of the use of the premises.

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### **AMERICANS WITH DISABILITIES ACT (ADA)**

The Library requires all groups or individuals utilizing its meeting room to publish and/or distribute a notice, several weeks prior to the meeting, in substantially the following form:

INDIVIDUALS WITH DISABILITIES WHO PLAN TO ATTEND (INSERT TITLE) MEETINGS AND WHO REQUIRE CERTAIN ACCOMMODATIONS TO PARTICIPATE ARE REQUESTED TO CALL (INSERT NAME AND NUMBER OF EVENT CONTACT) ONE WEEK IN ADVANCE OF THE MEETING DATE.

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## **INDEMNIFICATION OF LIBRARY**

The organization shall agree to indemnify, save harmless and defend the Board of Library Trustees of the Montville Township Public Library and members of the Township Committee of the Township of Montville and their respective officers, agents, and employees from and against any and all claims, demands, causes of action, and liabilities including all costs and reasonable attorney's fees in any manner caused by, arising from or incident to the organization's use of the Montville Township Public Library's meeting room and other facilities. Groups are required to provide the Library with a certificate of insurance for the Group prior to approval.

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## **WAIVER**

Requests for waiver or variation of any of the meeting room regulations may be made to the Library Director.

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## **APPEAL**

A person or group denied permission to use the meeting room may appeal such denial at the next regularly scheduled meeting of the Board of Library Trustees. The appeal must be submitted in writing to the Library Director 72 hours prior to the Library Board meeting.

The Board of Library Trustees of the Montville Township Public Library will review the meeting room policy and regulations periodically, and reserves the right to amend them at any time.