

## ENGLEWOOD PUBLIC LIBRARY MACKAY ROOM POLICY

It shall be the policy of the Englewood Public Library to grant the use of the Mackay Room to non-profit, non-commercial, community groups and organizations of Bergen County, whose aims are educational, cultural and/or civic, with the understand that the Library's needs and security take precedence. Private citizens and local businesses may apply for use of the Mackay Room. When, in the opinion of the Director, damage may result to the Mackay Room or to the Library, or the safety of patrons may be at risk, the use of the Mackay Room will be denied.

No group or organization may use the Mackay Room more than six times a year without approval of the Library Director.

The sole use of the name ENGLEWOOD PUBLIC LIBRARY in advertisements or other literature shall be to identify the location of the meeting. The Englewood Public Library is not responsible for publicizing the event but will set up tables and chairs only when possible.

The Mackay Room is available for use from 9:00 AM to 8:45 PM on the days the library is open from 9:00 AM to 9:00 PM; from 9:00 AM to 4:45 PM on days the library is open from 9:00 AM to 5:00 PM; from 1:00 PM to 4:45 PM on the days the library is open from 1:00 PM to 5:00 PM. Non-library evening programs must terminate no later than 8:45 PM. No one may enter the library prior to regular opening without prior permission from the Library Director.

All meetings must be open to the public. There shall be no restrictions on admission, either through an admission fee or request for donation.

Smoking is not permitted in the Mackay Room or in any other part of the library. The serving of food and beverages is not permitted without special permission of the Library Director. Maximum capacity of the Mackay Room is 60 people

In order to reserve the Mackay Room, a signed APPLICATION FOR USE OF MACKAY ROOM must be submitted no later than one week prior to the actual date of the meeting and confirmed by the Programming Department. No request for use of the Mackay Room may be made more than three months in advance of desired date. All organizations except government agencies will be charged a rental fee, (\$35 per meeting with no food and \$50 per meeting including food). This fee must accompany the application. Private citizens and local businesses may use the Mackay Room for a rental fee of \$100 per meeting.

The library is not responsible for equipment, supplies, materials, or other items owned by a community group and used by them in the library or for the personal property of those

attending. The organization holding the meeting assumes responsibility for any damage done to the room and/or its contents, the building and grounds, or personal injuries incurred during attendance at the meeting. The group or organization sponsoring the meeting agrees to these conditions when signing the application for use of the Mackay Room.

No outside organization may use the library or its facilities for the purpose of selling, auctioning or raffling good and services.

Organizations are asked to please notify the Programming Department if plans to use the Mackay Room need to be cancelled. Failing to do so will result in the loss of room use privileges and of rental fee refund.

Revised: Nov. 2011