

Phillipsburg Free Public Library

Meeting Room Policy

Adopted June 4, 1998; Amended Nov.6, 2003, Sept. 8, 2005, Sept.3, 2009

Public Meeting Rooms	Purpose	Capacity
Community Room	Public Meetings	49 persons
Quiet Study Room	Individuals, Small Groups	8 persons
Children's Story Room	Library-Sponsored	30 persons

I. Community Room Policy

Capacity: 49 persons

Acceptable Uses -The Community Room of the Phillipsburg Free Public Library is open free of charge to nonprofit organizations engaged in educational, cultural, intellectual or charitable activities. It is understood that the public will be welcomed at all meetings. Phillipsburg Free Public Library does not advocate or endorse the viewpoints of Community Room users.

No admission fee may be charged, nor any collections of money taken. The only exceptions are in the case of pre-paid registration necessary to cover expenses for one- or two-day institutes, held in cooperation with the Library by nonprofit civic or governmental organizations, or payment of fees for non-credit adult education courses regularly conducted by nonprofit educational institutions. In either case, special permission must be obtained from the Library Director.

Groups may meet only during regular Library hours. The group should plan to vacate the Community Room at least ten minutes before closing time. In unusual circumstances, an exception may be made by the Library Director, subject to a fee to cover the cost of paid staff time.

It is the responsibility of the group using the room to arrange the furniture and then return the chairs and tables to their original location. The group may bring and serve light refreshments. The group is responsible for cleaning up after use and for any damage to the room or equipment. Use of the Community Room includes use of such facilities and equipment as projectors, tables, chairs, sink and countertop. Having or using any alcohol or tobacco products in the Community Room or anywhere else on Library premises is prohibited.

Reservations - In fairness to the numerous groups in the community, the Library cannot accept reservations for any series of meetings which would designate the Library as the regular meeting place for the organization. The Community Room may be reserved no earlier than three months and no later than seven days before the date of the meeting. An officer of the group (an adult over 18 years of age) must complete a reservation form. No reservation shall be considered final until approved in writing by the Library Director or his/her designate. Library-sponsored activities shall have priority at all times. [See attached Reservation Form.](#)

Public Safety - Total meeting attendance, including presenters, may not exceed the posted capacity of the room (49). In the event that Library fire alarms sound, all those present in the Community Room must leave the building immediately, taking only their belongings. Follow the Evacuation Plan posted inside the Community Room.

II. Quiet Study Room Policy

Revised September 8, 2005

Capacity 8 seats, 8 persons

Acceptable Uses - The Library provides this room free of charge for the use of adult individuals or small groups (8 persons or less) who need to converse without disturbing others, or who need quiet. The room is located in the Reference Department, and the use of it is at the discretion of the Reference Librarian on duty.

- No admission fee can be charged nor any collection of money taken by the user.
- When demand exceeds availability, preference will be given to educational, research, career development and other needs over recreational activities.
- Use is limited to two hours per day per individual/group.
- Neither groups nor individuals may book the room for any series of meetings or uses.
- Library-sponsored activities shall have priority at all times.

The user must return to the Reference Desk and notify the Reference Librarian on duty when finished. The user is responsible for any damage to the room and its furnishings during his/her/their use.

Reservations -The calendar of the Quiet Study Room is kept at the Reference Desk. The Library will accept reservations up to two weeks in advance of the date, for up to two hours at a time.

Drop-In Use - If the room is not already in use or reserved, users can sign in at the Reference Desk for up to two hours.

Conduct and Public Safety - PFPL Patron Conduct Policy applies. Users may not exceed the posted capacity of the room (8). In the event that Library alarms sound, all persons must leave the building immediately, taking only their personal belongings.

III. Children's Story Room

This room is part of the Youth Services Department, and is reserved for library-sponsored programs. An exception may be made by the Library Director.

Groups and/or individuals found to be in violation of any part of the Meeting Room Policy may be barred from future use of Library meeting rooms.