

MILLTOWN PUBLIC LIBRARY
MEETING ROOM
REGULATIONS AND CONDITIONS FOR USE

1. NO SMOKING OR ALCOHOLIC BEVERAGES.
2. MEETINGS ARE TO BE HELD DURING REGULAR LIBRARY HOURS.
3. WHEN THE ROOM IS TO BE USED BY MINORS AN APPLICATION MUST BE MADE BY AN ADULT WHO WILL BE PRESENT AND RESPONSIBLE AT THE MEETING.
4. MODEST REFRESHMENTS MAY BE SERVED WITH THE APPROVAL OF THE DIRECTOR. THE LIBRARY WILL NOT FURNISH ANY SUPPLIES. CLEANUP MUST BE DONE BY THE ORGANIZATION WHO REQUESTED THE ROOM.
5. MUSIC WILL NOT BE PERMITTED IN THE MAIN PUBLIC AREA OF THE LIBRARY.
6. NO SALE OF ANY KIND MAY BE MADE.

As a public institution, the Milltown Public Library is dedicated to free expression and free access to information and ideas on all points of view concerning the problems and issues of interest to the residents of Milltown. To this end the Library maintains a meeting room for library and community use. The meeting room is available for meetings and programs that are open to the public. The meeting room may be used by non-profit organizations, community interest groups, Boards and agencies of the Milltown Library, Milltown Schools and the Borough of Milltown. Preference is given to Milltown organizations, but regional and statewide groups are scheduled when there are no schedule conflicts. Permission to use the meeting room does not imply Library endorsement of aims, policies, programs or public statements of any group or organization. Permission may be denied when there is a likelihood of physical hazard to participants or audience or when there has been a misuse of the premises or equipment by the organization in the past.

Application forms must be submitted for use of the meeting room. Application forms falling within the provisions of this policy and regulations are approved by the Library Director. The Library Board of Trustees reserves the right to review all applications, and shall review applications not approved by the Director if requested by the applicant.

In consideration of the use of the meeting room, each organization agrees that it will pay for all damage to any property of the Borough of Milltown resulting directly or indirectly from the conduct of any member, officer, employee, or agency of the organization, or anyone in attendance.

It is understood that the Borough of Milltown and the Milltown Public Library assumes no responsibility for any property placed in the library in connection with a meeting or display, and that the Borough of Milltown and the Milltown Public Library are hereby expressly released and discharged from any and all liability for any loss, injury or damage to persons or property which may be sustained by reason of a meeting and/or display.

We have read and agreed to abide by the above statements and regulations of the library governing the use of the meeting room.

Revised: 3/19/96