

Hoboken Public Library Space Use policy

Rules of Use for Community Rooms

The Library permits private rental and use of select Library rooms and areas, provided that the rooms/areas are not occupied by Library programs, or other library-related business.

The Library Board welcomes individuals residing in Hoboken, Hoboken and Hudson County based community groups, charitable organizations and businesses to utilize selected Library rooms and areas, as available. To address this interest while respecting the needs of the entire Library community, the Library offers short-term rental of specific rooms.

The Library does not discriminate on the basis of age, race, color, national origin, marital status, parental status, sexual orientation, gender identity, political ideology, creed, ancestry or the presence of any sensory, mental or physical disability, in choosing to make its premises available.

Each sponsoring organization/individual is responsible for providing needed ADA accommodations, e.g. special assistive technologies that are not readily available as a service of the Library.

To lessen noise, rental groups shall keep doors closed while their programs are in progress.

Room rental activity should not interfere with normal library operations. Access to the Library facility and its services will be undisturbed.

Private rental/use of Hoboken Public Library rooms does not constitute Library endorsement of any policies or beliefs of any individual, group or organization which rents or uses rooms in the Library.

All private meetings held on Library premises must meet *mandated municipal insurance standards and regulations*.

All groups and organizations must sign an indemnity agreement absolving the Library from any responsibility for any liability occurring as a result of the use or while using Library rooms and resources. *See below*

Limitations

1. Rental/Use of all Library rooms and areas is controlled under the authority of the Library Director and Library Board of Trustees. The Board reserves the right to permit or deny any Rental proposal and may limit an event's frequency, duration or attendance, in the interest of the Library.
2. Rooms may be reserved up to one month in advance but no less than one week in advance. Meeting rooms may not be reserved by any one organization for more than one event in any six month period.

3. The Library reserves the right to cancel or relocate any scheduled meeting, if required for library business.
4. The Library may terminate any rental event with *no refund* if conduct of the rental group member or guest is disruptive or potentially harmful to any Library visitors or staff, or to the Library facility or to Library property. In the case of such a cancellation, no refund will be issued.
5. Storage of goods cannot be accommodated.
6. Written appeals regarding rental issues will be reviewed by the Library Director. Final decisions regarding written appeals will be given within two weeks.

••Groups may not charge admission fees for a meeting room event unless approved by the Board of Trustees. Commercial solicitation is prohibited without permission of the director and the room may not be used for the sale of commercially available goods or services.

Credit card information and card imprint is required for room rentals to insure against any assessed penalty.

Fee-based events or fundraisers may be conducted in Library only if approved in advance by the Board of Trustees.

Rules of Conduct

1. Conduct of meetings and events must be respectable and well governed.
2. At the conclusion of the event, rooms will be cleaned and left free of debris, materials, etc. If the rooms are not clean and free of debris, the group will be charged the costs incurred by the Library to clean the room and dispose of the debris.
3. All programs/events must conclude no later than 30 minutes before library closing.
4. Groups are prohibited from making excessive noise, gambling, or any activities that are hazardous or illegal. Smoking is prohibited.
5. Alcoholic beverages are not permitted.
6. The library does not permit hanging of *any* materials on library walls, furniture or equipment.
7. Groups using the room must include requests to use the facility and any other equipment, supplies, apparatus, or tools (e.g., kitchen areas, AV equipment, etc.) when they submit their application. If any A/V equipment is required, it must be operated by library staff. The renter agrees to pay an additional fee to cover the cost of the IT staff operator. (See fee schedule below.) Requests to conduct rehearsals or to use any other rooms also must be specified in the same application.

Failure to abide by these rules may result in cancellation or refusal of future reservations.

Children's/Young Adult Events

1. Youth events (with attendees under 18 years old) must have an adult sponsor complete and sign the application.
2. During youth events, at least one (1) adult supervisor for every 10 children must be present in the room at all time.

Failure to abide by these rules may result in cancellation or refusal of future reservations.

Liability & Insurance

1. The Hoboken Public Library, the City of Hoboken, their agents and employees shall not be held responsible for any personal injury or personal property loss or damage, which may result during or due to Library use by a non-Library group.
2. Each group organized under the laws of the State of New Jersey (or any other State) must obtain liability insurance of at least \$1 Million covering the event and must name both the Hoboken Public Library and the City of Hoboken as additional insured using the exact specifications as stated in the indemnification agreement. Certificates of insurance must be submitted to the Library Director or his/her designee, no later than 3 days prior to the event.
3. The Library reserves the right to review details of each proposed event, including but not limited to such aspects as Event safety, security and management, and may amend or deny any proposed use.

Publicity for Private Events and Rentals at the Library

1. Publicity for private events may not imply Library sponsorship.
2. Any publicity (print, online, other) which lists the Hoboken Public Library name and/or address, must also include the following easily visible disclaimer "This event is not sponsored by the Hoboken Public Library and the Library is not responsible for the information presented in this program. The Hoboken Public Library does not advocate or endorse the viewpoints of meetings or meeting room users."
3. Publicity must include the organization's own contact information, and may not use Library name, address, or telephone as the organization's official address or point of contact.

Cancellations

It is the responsibility of the signer of the agreement form to inform the Library if a meeting is cancelled.

The Library reserves the right to cancel or relocate any scheduled meeting if circumstances warrant.

The meeting rooms will not be available for use in the event that the building is closed due to emergency conditions or inclement weather. In this circumstance, should an event be cancelled, the library will make every effort to reschedule the event to the next available date/time.

The Library reserves the right to deny meeting rooms to organizations that fail to notify the Library of cancellations or cancel 2 events per year.

Disclaimers

Permission to use a meeting room does not imply Library endorsement of the goals, policies or activities of any group or organization.

The Library is not responsible for loss or damage of equipment, supplies, materials, or any personal property owned by those sponsoring or attending meetings at the Library. In addition, the Hoboken Public Library Board, the City of Hoboken, its officers, agents, and employees are not to be held liable for any and all claims of injuries, including death, damages, or loss, which may arise in connection with a meeting held on Library property.

Rooms Available for Rental Include *Please note that room layout may affect seating capacity

Large Program Room (lower level)
Room capacity - 135 people

Small Conference Room (lower level)
Room capacity - 8-10 people

Small Programming Room [The Arturo Martinez Room] with attached Garden Space [The Anna Roberts Garden] (weather permitting)
Room capacity - 20 people
Garden capacity - 29 people

Fee Schedule
per hour

| | Committees, Boards & Divisions of the Hoboken Public Library Hoboken BOE and Hoboken City Government | Hoboken based Non- profit/ Community Groups | Hudson County based Non- profit groups | Hoboken- based Business/ Organizations |
|---|---|---|--|---|
| Large Programming Room | no charge | \$40.00 | \$60.00 | \$120.00 |
| Small Programming Room [The Arturo Martinez Room] w/Garden Space [The Anna Roberts Garden] | no charge | \$20.00 | \$30.00 | \$60.00 |
| Small Conference Room | no charge | \$10.00 | \$15.00 | \$30.00 |

| | | | |
|----------------------|--|--|------------|
| Facility/Maintenance | | | \$35.00/hr |
| IT Staff | | | \$40.00/hr |

Payment

Payment must be made in full prior to the rental. Checks will be accepted up to 2 weeks prior to the event date. After that, payment must be made in cash, money order or certified check. Payments made by check that are not honored by the bank will incur a returned check fee of \$40 or five percent (5%) of the check amount whichever is greater. Rental for multimedia and special equipment must be arranged at time of rental reservation.

Hoboken Public Library
Application for Rental of Library Space

Please Indicate Room required (Circle one)

Large Programming Room | Small Conference Room | Small Conference Room [The Arturo Martinez Room] w/ Garden Space [The Anna Roberts Garden]

Program Day/Date of the Week. _____

Event Actual Start Time _____am/pm

Actual End Time _____am/pm

Arrival Time for Set-Up _____

Departure Time after Take-Down_____

Purpose/Type of Program _____

Organization (must be based in Hoboken or Hudson County)

Address:_____

City _ _____State & Zip

Contact 1. _____

Contact 2. _____

Phone (Day)_____ Phone
(Night)_____

Cell # (Contact 1)_____

Cell # (Contact 2)_____

Email # (Contact 1) _____

Email # (Contact 2) _____

Food/Drinks? (Circle one) Yes/No

Please describe _____

of Attendees _____

For Children's Events (Under 18): Age Range _____ # of Supervising Adults

Groups wishing to use the rooms need a certificate of liability insurance.

Special Equipment rental/Tech Operation (See fee schedule above)

Furniture Setup: Chairs Yes/No Qty_____ Tables Yes/No Qty _____

Description of setup needed for space: _____ Insert diagram

If requested use is granted, we hereby agree to comply strictly with the Library's rules and regulations for the use of meeting rooms.

Signature of Applicant _____

Today's Date: _____

INDEMNIFICATION AGREEMENT FOR USE OF COMMUNITY ROOMS

I, the undersigned, being the Representative of _____ request the use of the _____ of the Hoboken Public Library on _____. Having read the rules set down for the use of the Library rooms,

and agreeing to abide by them, I have signed the required application forms.

The _____ agrees to indemnify and hold the City of Hoboken, the Hoboken Public Library, its Trustees, agents, servants, and employees harmless from and against

any and all suits, claims, and demands for personal injury and property damage or otherwise of every

kind and character arising out of attendance and/or use of any person in the _____

on _____ date and hereby agree to reimburse the Hoboken Public Library

for any loss or damage or costs which it may sustain if any litigations arise for any injuries sustained by

anyone while in attendance in the _____ Room on _____ date.

IN WITNESS THEREOF, the undersigned, individually and as Representative of said organization,

have hereunto set my hand and seal this _____ day of 20_____

Individual and as Representative Witness (Name and Phone #)

of the Above Named Organization

Hoboken Public Library Checklist

- Read all guidelines for rental of Library space
 - Complete the **application for rental of Library space**.
 - Complete the **indemnification agreement** form.
 - Furnish a general liability insurance certificate (see below)
 - Deliver or mail the completed rental application, with full payment. Make checks payable to the Hoboken Public Library.
 - Application and payment must be submitted no less than 1 week prior to the event.
 - General Liability Insurance Certificate - All entities organized under the laws of the State of New Jersey (or any other State) must name the Library and the City of Hoboken as additional insured for the particular rental, using exact specifications as stated in the attached Indemnification agreement.
- Contact insurance carrier (or special event carrier) to obtain certificate.