

# PLAINFIELD PUBLIC LIBRARY

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## MEETING ROOM RULES & REGULATIONS

1. The Library's meeting rooms may be reserved for educational, civic, and cultural purposes, but not for sectarian, religious, or partisan political meetings.
2. All rooms must be booked in advance by submitting a **Meeting Room Application**. Applicants must be at least 18 years of age and must be a member of the group making application. A responsible adult must be present at all times.
3. All flyers must specify the Library address (800 Park Avenue, Plainfield, NJ 07060) and that event attendees must park in the 9th Street lot. Please cooperate in keeping the 8th Street lot available for regular library users. **DO NOT USE** the Library telephone number for community events. A separate contact number must be provided. Do not specify the Library as a meeting location unless a room has been booked and approved for use. Please notify the Library if a meeting is to occur outdoors on Library premises.
4. The rooms are not available for public use when the Library is closed.
5. Approval for regular use of the room will be granted for a maximum of twice-a-week, with the exception of the Anne Louise Davis Room at once-a-month maximum use. Extensions may be granted at the discretion of the Library Director,
6. Groups engaging the meeting rooms will be charged a fee sufficient to defray the costs of utilities, protection, cleaning, etc. Fees and rates (listed on the Meeting Room Fee Schedule) shall be set by the Director and may be waived at the discretion of the Director. Payment must be received at least five business days before the event. Room Rental Fee is nonrefundable if cancellation is within two library business days of start time.
7. If no setup information is provided, the ALD Room will be set up with one head table and 50 chairs. Groups making changes to the room's layout must put the room back in order at the end of their meeting. Groups needing additional furniture must indicate this when completing the application; chairs and tables will be provided. Special room layouts need to be requested at least five business days in advance. If this is not provided the group will be responsible for their own setup.
8. Groups requesting custodial or technical assistance during a meeting will be charged for time.
9. Equipment needs must be noted on the Meeting Room Application and all fees paid in advance.
10. All meetings must end no later than 1/2 hour before closing. Meeting rooms must be vacated within 15 minutes after the ending time recorded on the Meeting Room Application, in order to clean and reset the room or for the Library to close. Failure of attendees to vacate the room in a timely manner may result in an assessment for custodial overtime and may jeopardize future room-use approval.
11. No admission may be charged under any guise, including tickets, tutoring or class fees. Fundraising and sales are not permitted on Library premises, although books related to author talks and book signings may be sold.

12. Barring inclement weather or other natural disasters, cancellation by the booking group must be made no later than two library business days before the start time of the program. Cancellations made after two library business days before the program will be considered a No-Show (please see No-Show policy below.) Should the Library close due to weather or a facility emergency, every effort will be made to notify the booking group, and fees already paid shall be reimbursed. The Library shall bear no responsibility for costs incurred by the booking group. Groups/Individuals who have three no-shows within a 12-month period will not be allowed additional bookings.
14. Groups/Individuals who book a room but do not cancel their booking within two library business days before the start-time of the event will be charged a no-show fee. No additional bookings will be made or existing programs allowed to be held until the fee is paid. Cancellations within the two library business day period that are due to local inclement weather will not be assessed a no-show fee. Plainfield City and Union County Government Departments will not be charged the no-show fees.
15. Groups/Individuals who have three no-shows within a 12-month period will not be allowed additional bookings. A request to be allowed additional bookings will need to be made in writing and approved by the Library Director after a six-month period has passed. This also applies to City Departments and County Agencies. Approval of the additional booking request is at the discretion of the Library Director.
16. Food may not be served in carpeted areas. Cleanup fees reflect wear-and-tear and the cost of cleaning and maintenance. Food carried into the ALD room will result in a \$75 cleaning assessment.
17. Applicants are responsible for any damage to Library property. The Library shall be the sole judge of the cost pertaining to damage or theft.
18. Misrepresentation by any applicant concerning the sponsors, content, purpose and/or audience of any scheduled event will be cause for barring future use of the space by that applicant and group.

07/11/2023 cf

# PLAINFIELD PUBLIC LIBRARY

Telephone: 908 / 757-1111 ext. 175

[www.plfdpl.info](http://www.plfdpl.info)

FAX: 908 / 754-0063

## MEETING ROOM USAGE FEES

**There are no fees for local government and non-profit organizations, but donations are appreciated. Local Municipalities include:** Plainfield, North Plainfield, South Plainfield, Scotch Plains, Fanwood, Dunellen, Piscataway, and all of Union County. All other municipalities are considered Non-Local. Custodial and Technology fees apply to all organizations, regardless of type. Any exceptions to stated fees/policies are at the discretion of the Library Director.

### Anne Louise Davis Room

Local Private	Up to 4 hours	\$150
Local Private	Over 4 hours	\$250
Non-local	Up to 4 hours	\$250
Non-local	Over 4 hours	\$500

### Room #2

Local Private	Up to 4 hours	\$50
Local Private	Over 4 hours	\$100
Non-local	Up to 4 hours	\$150
Non-local	Over 4 hours	\$250

### Room #4

Local Private	0-2 hours	FREE
Local Private	2- 4 hours	\$25
Non-local	Up to 4 hours	\$25
Non-local	Over 4 hours	\$50

### Room #5

Local Private	0-2 hours	FREE
Local Private	2- 4 hours	\$25
Non-local	Up to 4 hours	\$25
Non-local	Over 4 hours	\$50

## CUSTODIAL AND TECHNOLOGY FEES

### General

Day-Of Changes to Room Setup*	\$25
Custodial fee for after Library Closing	\$50/hr
Off-duty police security, 3-hour minimum	\$50/hr
Use of piano	\$50
On demand piano tuning	\$120

\*Any changes to room setup on day of event will result in the organizer being billed \$25 plus any additional applicable fees for Technology Use or Food Setup.

### Technology Use

Podium with Microphone	FREE
Table mics OR Body mics	\$25 (1) \$50 (2)
Digital Projector & Setup (ALD) (includes Library provided laptop)	\$35
Tech Support (2-hour minimum)*	\$30/hr
Use of personal laptop with Library equipment	\$50

\*as requested and by previous arrangement ONLY. In-person tech support during evening and Saturday programs MUST be requested at least 1 month prior to the event date and is based on the availability of Library staff.

### Food Management

Penalty for bringing food into the ALD room.	\$75
Penalty for bringing food into a room that it is not allowed (not ALD).	\$50
Setup/Cleanup for Room 2	\$25

Groups must make their own arrangements and pay for whatever food is brought in. All food must be removed at the end of the program. Library Administration must be informed if a caterer has been hired and what time delivery is expected. These charges do not apply to Plainfield City and Union County Government bookings.

## NO SHOWS & CANCELLATIONS

### Cancellations

The Library requires all cancellations to be made via phone to 908-757-1111 x111 at least two library business days before of the start time of the program. Cancellations made after two library business days before the program will be considered a No-Show (please see No-Show policy below).

### No-Shows

Groups/Individuals who book a room but do not cancel their booking within two library business days before the start-time of the event will be charged a no-show fee. No additional bookings will be made or existing programs allowed to be held until the fee is paid. Cancellations within the two library business day period that are due to local inclement weather will not be assessed a no-show fee. Plainfield City and Union County Government Departments will not be charged the no-show fees.

1 <sup>st</sup> No Show	Written warning and policy reminder
2 <sup>nd</sup> No Show	\$50
3 <sup>rd</sup> No Show	\$100

Groups/Individuals who have three no-shows within a 12-month period will not be allowed additional bookings. A request to be allowed additional bookings will need to be made in writing and approved by the Library Director after a six-month period has passed. This also applies to City Departments and County Agencies. Approval of the additional booking request is at the discretion of the Library Director.

## ADDITIONAL INFORMATION

- Room Rental Fee is nonrefundable if cancellation is within two library business days of start time.
- A meeting permit must be secured in advance from the City of Plainfield for gatherings of more than 60 people.
- The Library is not responsible for promoting events by outside organizations.
- All fliers must state that attendees must park in the 9<sup>th</sup> Street parking lot. Please cooperate in keeping the 8<sup>th</sup> Street lot available for regular library users.
- The Library accepts cash, credit cards, or online payments via PayPal.
- All fees must be received no later than one week before date of the event.

## AVAILABLE MEETING ROOMS

### **Anne Louise Davis Room**

Suitable for community meetings, lectures, concerts, exhibits and workshops.

49' x 32' / 1568 sf

Capacity = 100 seats with head table. Max number of seats will vary by setup.

Food and beverages are only allowed in this room for Library-sponsored events.

Features:

- 12' x 12' Projection Screen
- Yamaha Baby Grand Piano
- Lectern with microphone

### **Room #2**

Suitable for community meetings, lectures, focus groups, exhibits and workshops, instruction.

29' x 17' / 498 sf

Capacity = 25 seats with head table. Max number of seats will vary by setup.

Features:

- Digital Screen
- Whiteboard
- Room Divider

### **Room #4**

Suitable for committee meetings.

16' x 8' / 310 sf

Capacity = 10 seats conference style. Max number of seats will vary by setup.

Food and beverages are not allowed in this room.

### **Room #5**

Suitable for homeowner meetings, committee meetings, focus groups, and workshops.

15' 8" x 25' / 387 sf

Capacity = 12 seats classroom style; 15 seats conference style. Max number of seats will vary by setup.

Food and beverages are not allowed in this room.

Features:

- Whiteboard