

MILLVILLE PUBLIC LIBRARY
Rules and Regulations for Use of Library Facilities

(adopted 11-4-95)

(revised 2-13-01)

1. The Library is operated primarily for providing books, reading materials, audio-visual materials, and information for the residents of Millville. Therefore, the reading room and foyer will not be made available to any group or individual(s) for any other purpose(s).
2. No activities will be permitted in the Library that will interfere with normal Library activities or with library staff performing their duties and routines. This restriction refers to both the size of the group and to any sounds that might be disturbing. Such activities and/or groups whose activities do so will not be allowed to continue or to use the facilities in the future.
3. The Charles E. Gant Room or the Lower Level public area may be made available to the citizens of Millville for the purpose of encouraging the educational and cultural interests of the community.
4. Programs or facilities use is permitted only during regular library hours and must end at least ½ (one half) hour before regular closing time. Normal Library operating hours are: Monday through Thursday, 9 am to 9 pm; Friday, 9 am to 5 pm; and Saturday, 10 am to 4 pm. The library is closed on Saturdays in the months of July and August.
5. The Charles E. Gant Room or the Lower Level may be made available for use *free-of-charge* for (1) one 2-hour session up to (3) three times a year by the following non-profit organizations (**IRS letter of determination of 501(c)(3) status is required**):
 - a. Organizations sponsoring and encouraging cultural and educational activities.
 - b. Service and Civic organizations
 - c. Governmental agencies, departments, etc.

A fee of \$45 per session will be charged for additional approved meetings.

6. For-profit groups are permitted to request use of the Lower Level, subject to availability at a rate of \$50 for a two-hour period for yearly renters or \$65 for single meetings.
7. Prospective users must complete a written Application for Facilities Use to be submitted at least (2) two weeks in advance of the requested date to the Library Director. If the application is approved, the date will be scheduled, and necessary arrangements will be made by the Director. Applications may be brought to the Board of Trustees for interpretation.
8. Any group requesting use of the facilities at any other hours than those stated in (4) above must also request arrangements at least (2) two weeks in advance to provide staff to open the building. If the special accommodation is approved, an additional fee of \$25 per hour will be assessed for times outside the regular library schedule.

9. Application to use the Library facilities must be sponsored by a local organization. The “Sponsor” is defined as the person who signs the application for use of library facilities. He/she shall be personally responsible for making all necessary arrangements. Only one person shall represent said organization in making arrangements with the Library.
10. The Sponsor is responsible for the proper care and use of all library property. He/she shall be the first person admitted and the last person to leave and shall be in attendance at all times during the occupancy of the building.
11. It is the responsibility of the Sponsor to see that the premises are vacated promptly as specified on the permit.
12. Smoking is prohibited in all parts of all buildings. The use or presence of intoxicating drinks is likewise prohibited. It is the responsibility of the Sponsor to see that these regulations are strictly enforced.
13. No grant of permission to use Library property shall carry with it any right to exclude members of the Board of Trustees or Board representatives from the property. Such members or representatives shall have full and free access at all times to any part of the building.
14. The Library will not provide refreshments except at programs and meetings sponsored and arranged by the Library.
15. Arrangements for displays and/or light refreshments only must be made with the Library Director. Refreshments must be held to a minimum and, when needed in conjunction with a meeting, must be set up in the Charles E. Gant Room or in the Lower Level.
16. Groups serving refreshments and/or setting up displays must do so themselves and are responsible for reasonable cleanup.
17. The Library will set up the meeting space only as requested on the application within the confines and restrictions of the space and furniture available. The Library seating, tables, VCR, large-screen TV, and pianos available for use as arranged on the application.
18. Capacity of the Charles E. Gant Room or the basement meeting room may not exceed allowable limits as specified by the Fire Marshall. Maximum capacity:
Charles E. Gant Room (seated) is 100.
19. Renters who store materials in the library must provide a lockable cabinet for that purpose, and no materials may be left outside such cabinet.
20. No open flames are permitted.

Exhibits

20. The Charles E. Gant Room is available for exhibit purposes for local individuals, for organizations, and for amateur or professional exhibitors. The room has wall space, track lighting, and a variety of exhibit cases available.
21. Exhibits may be booked for a (1) one-month period, and arrangements must be made at least (3) three weeks in advance of the exhibit start date. There is no fee for exhibit space.
22. Since the library also uses the exhibit space, a full inventory of exhibit items (with their values, if appropriate) and artists or owners must be provided to the Library in advance of the hanging.

Right of Modification

- 23 The Library reserves the right to make changes in this policy, its fees, and its limitations at any time. The Library may also cancel or reschedule any arrangement for use of the facilities at any time and as necessary to carry out the operations, functions, and mission of the Library.