

POLICY FOR USE OF THE ZISMAN MEETING ROOM

The Zisman Meeting Room at the Hillside Public Library is available for use on a first come, first-serve basis to nonprofit groups for meetings of a cultural, educational or civic nature. Community organizations are invited to make use of the Meeting Room; however, the Library and all Library-sponsored programs maintain priority use of the Meeting Room at all times. Use is restricted to non-profits only; businesses and individuals in private practice do not qualify for meeting room reservations.

REGULATIONS

1. Requests for use of the Meeting Room must be approved by the Library Director or staff who will confirm approval in advance with applicant.
2. The Meeting Room is to be used for the stated purpose only.
3. A \$100.00 refundable deposit is required to reserve the meeting room, and will be returned within 7-10 business days of the room use, dependent upon the condition of the space. Deposits must be paid in cash or money order made out to the Hillside Public Library. No fees are charged for use of the Meeting Room (except #4).
4. Meetings may be scheduled during regular Library hours. At the discretion of the Library Director, groups needing to stay past closing may be charged a fee of \$35/hour for services of the security guard, if available.
5. Programs must be free of any admission charge or donation. Any exception to this regulation must be granted by the Board of Trustees.
6. Smoking is prohibited.
7. Modest refreshments may be served. The organization must provide its own supplies (cups, plates, etc). No alcoholic beverages may be served.
8. Groups are responsible for clean-up and for leaving the room in good condition. If chairs and tables are used they should be put back in their original locations.
9. The Library's audio-visual equipment may be used if staff assistance is available. No other library supplies/equipment may be used unless authorized by the Library Director.
10. If the Meeting Room is to be used by minors, application must be made by an adult who will be present and responsible for the conduct of the meeting and the use of the facility.
11. The Board of Trustees reserves the right to revoke permission for use previously granted.
12. The Library Director must be notified at least 72 hours in advance of any cancellation. If the Library Director is not notified within 72 hours notice, the deposit will not be refunded.

Adopted 4/11/07, Updated 5/20/09, 2nd revision 2/19/2020 Hillside Public Library Board of Trustees



JFK PLAZA
HILLSIDE & LIBERTY AVENUES HILLSIDE, NJ 07205-1893
(973) 923-4413

Request to use the Zisman Room at Hillside Public Library

Name (First and Last):

Organization Name (Please provide full name, as registered):

Street Address:

City:

State:

Zip:

Telephone:

Email Address:

Website:

Type of Organization: Profit Not-for-Profit

Description of use/reason for request:

Date Request:

Start Time:

End Time:

Estimated Attendance (max. 40):

Do you have General Liability Insurance? Yes

No

If yes, what is the amount of coverage?

Completed forms may be dropped off at the Library's front desk or emailed to
Christal Blue, Library Director at Director@hillsidepl.org.

Internal Use Only:

Date Received:
Date Approved:

Staff Initials: