

Rochelle Park Library Meeting Room Policy

The Library welcomes community groups and charitable organizations to use the Library meeting room as available during library hours. No use of the Library, including meeting room, is permitted that will interfere with effective use of the Library by the general public or the regular operation of the library.

All groups must be supervised by a responsible adult.

All meetings and programs must be free of charge. Outside organizations may not make a collection or charge a fee to those attending the meeting/program.

The person or organization reserving the room is responsible for any damage to room or contents. The room must be left clean and neat after the program ends. No material may be attached to the walls for display purposes.

The organization must provide a certificate of liability insurance for the amount of one million dollars (\$1,000,000).

All programs and meetings are cancelled if the Library closes due to weather or other emergencies. Reasonable efforts will be made to contact the organization.