

## **Library Space Use**

The beautiful, historic Hoboken Public Library is a great place to hold an off-site meeting, staff training, team-building event, interviews, or other business meetings.

The Library has three distinct meetings spaces that can accommodate small groups.

While the primary purpose of the Hoboken Public Library's meeting space is to host Library-sponsored events and activities, we are pleased to be able to share these rooms with area businesses, community partners, IRS-recognized nonprofit organizations, and other organizations. Library activities and functions have priority. Permission to use a meeting room does not imply endorsement of any organization using the rooms.

For information about reserving a room, please email [reference@hoboken.bccls.org](mailto:reference@hoboken.bccls.org) or call 201-420-2346.

### **Rooms Available Include**

#### *Activity/Craft Room*

Seating Capacity - 21 people

#### *Media Room*

Seating Capacity - 27 people

### **Reservations & Cancellations**

#### **Reservations**

To check room availability or make a reservation, email [reference@hoboken.bccls.org](mailto:reference@hoboken.bccls.org) or call 201-420-2346. Please provide details about your meeting, including possible dates/times and the size of your group. Rooms can be reserved up to one month in advance and at least a week in advance. Meeting rooms cannot be reserved by any one organization for more than one event in any six month period.

#### **Cancellations**

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

The Library reserves the right to deny meeting rooms to organizations that fail to notify the Library of cancellations or frequently cancel meetings.

## Rules for Use of Meeting Rooms

- Use of the meeting room is limited to Hoboken based groups or a person responsible for the organizations with a Hoboken Public Library Card shall not conflict with normal Library operation or with Library-sponsored meetings, programs, or activities. Rooms must be vacated fifteen minutes before the Library's closing.
- Groups may not publicize their activities in such a way as to imply library sponsorship. Groups that publicize their meeting or event must include the following: "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."
- Groups may not use the Library's name, address, or telephone as their official address or contact information.
- Groups may not charge admission fees for a meeting room event unless approved by the Board of Trustees. Commercial solicitation is prohibited and the room may not be used for the sale of commercially available goods or services.
- Groups that wish to hang items in the meeting rooms must use Library-approved supplies.
- Individuals may not smoke, consume alcoholic beverages, or cook in the meeting rooms. Use of hazardous materials and open flames are not allowed in rooms.
- Light Refreshments may be served in the meeting rooms with pre-approval by the Library.
- The sponsoring group/organization will be responsible for the provision of any specific Americans With Disabilities Act required accommodation(s) not already supplied by the Library.
- Groups will adhere to the Library Code of Conduct and keep noise levels consistent with the proper atmosphere of the Library at all times. To lessen outside noise, rental groups shall keep doors closed while their programs are in progress.
- Groups with members under 18 years of age must have an adult sponsor, who in turn must be present for the duration of the meeting.
- All groups are expected to leave the room in a clean and orderly state after use is completed or a reasonable penalty will be assessed to pay for the cleanup.
- The Hoboken Public Library does not have a parking lot. Arranging for parking is the responsibility of the group organizing the event.
- There is currently no fee for reserving Library rooms, however, credit card information is required for room rentals to insure against any cleanup or damage penalty.
- Use of all Library Rooms and Areas is controlled under the authority of the Library Board of Trustees. The Board reserves the right to permit or deny any Space Use Request and may limit an event's frequency, duration, or attendance, in the interest of the Library.
- The Groups 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.

### **Denial of Meeting Room Privileges**

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. Groups using the meeting room may not deny access based on these factors.

No group will be permitted use of a meeting room if such use poses a potential disturbance to the normal operation of the Library (e.g. excessive noise, a safety hazard, or a significant security risk). The Library does not permit outside groups to stage any "high-profile" media events, e.g. those which may attract news vans and cameras to the Library building and disturb Library access and environment.

The Library Director may also deny the use of meeting rooms to groups that violate meeting room policies.

Written appeals regarding rental issues will be reviewed by the Library Board of Trustees; their decision will be final.

### **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.

Hoboken Public Library  
500 Park Avenue, Hoboken, NJ 07030  
Attn: Lina Podles, Library Director  
Ph: 201-420-2346  
Email: [reference@hoboken.bccls.org](mailto:reference@hoboken.bccls.org)

**Hoboken Public Library**  
**Application for Rental of Library Space**

Please Indicate Room Rental:                      Activity/Craft Room                      Media Room

Program Date \_\_\_\_\_ Day 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 \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State & Zip \_\_\_\_\_

Contact 1 \_\_\_\_\_ Contact 2 \_\_\_\_\_

Phone (Day) \_\_\_\_\_ Phone (Night) \_\_\_\_\_

Cell \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_ Email \_\_\_\_\_

# 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.**

Furniture Setup: Chairs Yes/No Qty \_\_\_\_\_ Tables Yes/No Qty \_\_\_\_\_

Description of setup needed for space: \_\_\_\_\_

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: \_\_\_\_\_

Date Received:

**INDEMNIFICATION AGREEMENT FOR USE OF COMMUNITY ROOMS**

I, the undersigned, being the Representative of \_\_\_\_\_  
request the use of the \_\_\_\_\_ Room 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 \_\_\_\_\_  
Room 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.

**INSURANCE COVERAGE**

Does your organization have any type of insurance coverage?    Yes    No

If yes, please provide the Library Board with a Certificate of Insurance naming the Hoboken Free  
Public Library and the City of Hoboken as additional insureds.

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  
of the Above Named Organization

Witness (Name and Phone #)