

VERONA PUBLIC LIBRARY

PUBLIC USE OF JACK FOLEY HALL

The Board of Trustees of the Verona Public Library will make Jack Foley Hall available to any local group of Verona citizens with the understanding that they meet the following regulations:

1. Library sponsored activities are given priority in scheduling use of the room at all times.
2. Jack Foley Hall is available for public gatherings of a civic, cultural or educational character, but not for social or religious gatherings, money-raising or political purposes.
3. Non-partisan organizations which do not endorse individual parties or candidates may be allowed to conduct meetings in the Library building at which current election issues will be discussed by the candidates for public office, provided that all candidates for the same office shall have been invited.
4. Reservations for using Jack Foley Hall are made with the Library Director and must include name of the organization, date and time period desired, number of persons expected (room has a legal capacity of 47 persons), name and telephone number of person responsible, and the purpose or function of the meeting.
5. There are no fees charged for the use of Jack Foley Hall unless, at the discretion of the Director, a commercial activity is allowed. In such cases, a \$25 fee will be charged. All programs must be free of charge and open to the public, and the business must be based in Verona.
6. No admission fee may be charged for the use of Jack Foley Hall.
7. Children's groups may use the room provided they are supervised by at least one adult for every seven children present. The adult must accept responsibility for the group.
8. Group activities involving more than normal wear and tear on the room will not be permitted, i.e. classes in handicraft projects involving paints or other materials which might cause damage.
9. Organizations holding meetings must assume responsibility for any damage to room or contents.
10. The room must be left in neat and orderly condition.

11. The Library Director is authorized to deny permission to use Jack Foley Hall to any group that is disorderly, objectionable in any way or violates these regulations.
12. In consideration for the use of Jack Foley Hall, each organization agrees that:
 - a. It will pay for all damage to any property of the Verona Public Library resulting directly or indirectly from the conduct of any member, officer, employee, or agent of the organization or any of its invitees.
 - b. It will hold harmless the Board of Trustees, the Library Director, and the Verona Public Library from and against any and all liability which may be imposed upon them for any injury to persons or property caused by the organization or any person in connection with a meeting.
13. It is understood that the Verona Public Library assumes no responsibility whatever for any property placed in the Library in connection with a meeting; and that the Library is hereby expressly released and discharged from any and all liability for any loss, injury, or damage to persons or property which may be sustained by reason of a meeting. Permission to use Jack Foley Hall does not constitute the Library's endorsement, support, or supervision of a group or its activities.
14. Monopolization of the room by organizations will not be allowed.
15. This statement of policy is subject to amendment at any time by the Board of Trustees of the Verona Public Library.

Approved 5/20/82. Amended 9/21/00.

VERONA PUBLIC LIBRARY
17 Gould Street · Verona, NJ 07044 · (973) 857-4848 · www.veronalibrary.org

VERONA PUBLIC LIBRARY
Application for Use of Library Facilities

Name of Organization _____

Address _____

Dates required _____

Time Start: _____ End: _____

Approximate attendance _____

Purpose of meeting _____

We acknowledge receipt of the regulations governing the use of Library facilities and will abide by these regulations.

Signature _____

Date _____

Address _____

Telephone _____

Approval of Director _____