Verona Public Library offers two meeting rooms, The Jack Foley Hall, seating capacity 57, and the Junior Woman’s Club of Verona Community Conference Room, which seats up to 12. Both rooms are equipped with computer-ready Smart TV technology. While Library sponsored events are given priority in scheduling the use of the rooms at all times, any local group of Verona residents may rent a room, with the following exceptions:

- Meeting rooms are not available for religious gatherings, political purposes or money-raising activities.
- **Meeting rooms are not available for means of obtaining personal gain.** Users of the rooms are prohibited from selling during informational sessions or solicit business. “Solicitation” is any act or attempt to advertise, market, or sell any product or service or to seek membership in any organization, or to obtain a donation/contribution. As a public property, Verona Library is held in trust for the public. It is to be used for local civic and public purposes, and its rooms are not to be used for private gain.
- **Any party not residing in Verona is not eligible for renting Verona Library meeting rooms.**

**Not for profit organizations, local municipality and Verona school groups may use the rooms at no cost. There is a fee of $25.00 for use of either meeting room for any other group.**

**REGULATIONS REGARDING RESERVING AND USING A MEETING ROOM:**

- Reservations for using the meeting rooms are made with Library staff. Rooms may be reserved no more than 12 weeks in advance and a single organization is limited to using the room once during a one month period. The registration must include the name of the organization, date and time desired, number of persons expected (limited to legal capacities of rooms), name and telephone number of person responsible and the purpose or function of the meeting.
- **Meetings must conclude 15 minutes before the Library building closes.**
- **Minors under the age of 18 may use the meeting room with one adult supervisor present.**
- Parties renting a meeting room may not charge an admission fee to attendees.
- Group activities involving more than normal wear and tear on the room will be not permitted. If using the room for arts and crafts projects, the person responsible must protect library tables with tablecloths.
- **Light refreshments are permitted in the Jack Foley Meeting Room and a small kitchenette is available for assisting in serving (not cooking) food. The party using the room is responsible for disposing of leftover waste outside the Library building.**
- **Eating is prohibited in the Junior Woman’s Club of Verona Community Conference Room.**
- **Nothing may be attached to the walls or ceilings of the meeting rooms.**
- The rooms must be left exactly as they were. Chairs and tables used during the meeting need to be neatly stacked at the end of the meeting.
- The Library Director is authorized to deny permission to use Verona Library meeting rooms to any group that is disorderly, objectionable in any way or violates these regulations.
IN CONSIDERATION OF THE USE OF VERONA LIBRARY MEETING ROOMS, EACH ORGANIZATION AGREES THAT:

- It will pay for all damage to any property of the Verona Public Library resulting directly or indirectly from the conduct of any member, office, employee or agent of the organization or any of its invitees.
- It will hold harmless the Library 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 in the meeting.
- 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 the Verona Library meeting rooms does not constitute the Library’s endorsement, support or supervision of a group or its activities.
- Monopolization of the rooms by organizations will not be allowed.
- This statement of policy is subject to amendment at any time by the Board of Trustees of the Verona Public Library.

REVISED 3/22/19
APPLICATION FOR USE OF LIBRARY FACILITIES

Name ____________________________________________________________

Name of Organization ________________________________________________

Address __________________________________________________________

____________________________________________________________________

Telephone _________________________________________________________

Room requested (check one) □ Jack Foley Meeting Room □ Junior Woman’s Club Conference Room

Date required _______________________________________________________

Time Start: __________________ End: __________________

Approximate attendance _____________

Purpose of meeting ___________________________________________________

____________________________________________________________________

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

Signature ____________________________________________________________

Date ________________________________________________________________

Approval of Director _________________________________________________

VERONA PUBLIC LIBRARY
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