

Policy on the Use of the Grandin Conference Room at the North County Branch

The conference room may be used by non-profit groups and organizations of Hunterdon County. Use is limited to eight people meeting for an educational, cultural, or civic purpose. It may not be used for meetings which are partisan, commercial, or religious in their purpose. Groups may not charge admission fees. The group may restrict their meeting to their own members. Any questions of interpretation will be referred to the library director. The director is authorized to deny permission for use of the facilities to any group that violates these regulations.

Library sponsored activities are given priority. The library reserves the right to cancel a reservation granted an outside group in order to use the room for library purposes. If such reservation is canceled, at least 48 hours notice will be given unless the library is required to close in case of emergency.

Reservations may be made in person or by telephone. Telephone reservations will only be tentative pending receipt of written applications. Reservations will be accepted in order of receipt of application. Requests for these facilities should be made at least one week in advance of use, and no more than six weeks (42 days) in advance. Recurring reservations cannot be accepted. Walk in reservations will be accepted on a limited basis with the permission of the branch supervisor.

The conference room will be kept locked at all times. A reference librarian will unlock the room and **MUST** be informed when the room is vacated.

Reference staff needs access to the room at all times to retrieve archival materials.

All individuals, groups or organizations assume responsibility for any damage to the room or contents. No additional furniture or equipment other than that furnished by the library is to be used without library approval.

Due to the value and fragility of the books and furnishings in the room, its use by groups with children under 12 will not be permitted. Any children older than 12 must be supervised by a responsible adult. Group activities involving more than normal wear and tear on the room will not be permitted.

No eating or drinking will be permitted in the room. No craft projects will be permitted in the room. All library rules apply to use of the conference room.

The Grandin Room may also be used by individuals who wish to make scholarly use of the materials in the Grandin collection. Such individuals will be required to apply at the reference desk for permission to use the room and to indicate which materials they plan to study. These individuals will be required to complete a written reservation form and to follow the same rules as groups regarding reservations and appropriate conduct in the room.

The conference room is available 9 am to 5 pm Monday, Friday, and Saturday and 9 am to 9 pm Tuesday, Wednesday and Thursday. Groups are to adhere to the times scheduled as a courtesy to those who may be booked to use the room before and after them.

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