

Public Use of Library Meeting Spaces

Policy

In keeping with the library's interest in supporting literacy and learning within the community, tutors and their students are permitted to meet in the library under certain conditions. Tutors who are *not* affiliated with Literacy Volunteers of Union County must use specially designated tables in the main reading room, subject to availability, at the following times: Monday to Thursday, 3:00 p.m. to 7:00 p.m.; Friday, 3:00 p.m. to 5:00 p.m.; Saturday, 10:00 a.m. to 5:00 p.m.; summer, all day. Tutoring is not permitted on the library's second floor.

Use of the Teen Space is limited to library staff and patrons aged 11 to 18 at the following times: Monday to Thursday, 3:00 p.m. to 7:00 p.m., Friday, 3:00 to 5:00 p.m., Saturday, when staffed by the Young Adult Librarian, or during any teen program. These hours may be adjusted at any time by the Young Adult Librarian.

The library's Raddin Room is dedicated to children's and young adult programs initiated by library staff and is not available to outside parties.

With the exception of the special policies that apply to the Raddin room as set forth above, the following policy applies to spaces within the library and to spaces in the Cranford Community Center reserved by the library for library programs, meetings, and events.

Facilities may be used by groups holding meetings of a civic, cultural, or educational nature. They may not be used for purely social purposes or for religious or political meetings when the point of view is sectarian or partisan; nor may they be used for the benefit of private individuals, for raising money, or for commercial purposes.

Established non-partisan organizations that do not endorse individual candidates may hold meetings at which current election issues are discussed by candidates for public office, provided that all candidates for the same office have been invited.

In scheduling, library or library-related functions will take precedence over all other functions. With respect to any program not sponsored by the library, or the Friends of the Cranford Public Library, the library is not responsible for publicity.

Regulations

1. It is understood that the public will be welcome at all meetings.
2. No admission fee may be charged. The only exceptions are in the case of paid registrations at conferences or institutes or payment of fees for regularly scheduled education classes.
3. No selling or taking of orders will be permitted and no prices are to be posted on articles exhibited, except for purposes of fund raising for charitable causes.
4. Circulars, printed matter, or similar materials that are to be distributed on library property, or at an event in the Community Center sponsored by the library or the Friends of the Cranford Public Library, must be submitted to the library director for approval at least five days prior to distribution.

5. No materials are to be exhibited in such a manner as will deface walls (i.e., no tape, nails, thumbtacks, etc.)
6. All members of the organization and the audience attending the meeting must leave the library by the library's closing time, or, if the meeting takes place in the Cranford Community Center, by the Community Center's closing time.
7. Smoking is not permitted.
8. Refreshments are permitted. If refreshments are served, except in the Community Center's A/V Room. The organization that has reserved the space is responsible for cleaning up before leaving. The group will also be liable for the cost of any clean-up or repair because of stains or damage.
9. The giving of gratuities to library employees is prohibited.
10. Application for the use of library facilities should be made to the director
11. The library does not charge non-profit organizations for use of library facilities; nor will the library charge a non-profit organization for library sponsored events held outside the library.

Approved by the Cranford Public Library Board of Trustees on January 23, 2020.