

Mountainside Public Library – Meeting Room Policy

- The meeting room is only available during regular library hours.
- The meeting rooms must be vacated 15 minutes before the library closes.
- Should the library close due to inclement weather, it is the responsibility of the group to check the Library's website, www.mountainsidelibrary.org. The library shall bear no responsibility for costs incurred by the booking group.
- No admission may be charged. Fundraising is not permitted. Books related to author talks and book signings may be sold with approval from the Library Director acting for the Board of Trustees.
- Permission to use the room does not constitute endorsement on the part of the library of any particular organization's policies, beliefs, or products. Opinions expressed are not necessarily those of the library or its trustees and/or employees.
- Attendance is restricted to the number of persons permitted in the room according to the fire inspector.
- Only light refreshments may be served.
 - The library does not provide coffeepots or paper products.
 - Any food or beverage remaining must be removed.
 - All spills and traces of refreshments must be removed.
 - All trash and debris must be placed in the proper receptacles at the end of the event.
 - The library will inspect the meeting room and assess any damages to the room or property and notify the organization's contact person accordingly.
- As an institution of education for democratic living, the Library will not restrict the use of its facilities based on the beliefs of the members of the organization using the room. Furthermore, the Library will not attempt to censor or amend the content of any meeting.