

# ***MOUNT OLIVE PUBLIC LIBRARY***

202 Flanders-Drakestown Road; Flanders, New Jersey 07836 | P: 973-691-8686 | www.mopl.org

## **Mount Olive Public Library's *Michael H. Cohen, Esq. Career Room Regulations***

1. Scheduling periods of time for utilization of the ***Michael H. Cohen Esq. Career Room*** must occur only during Library hours of operation and must end at least thirty (30) minutes period to the Library's closing time for that specific day.
2. The Library reserves the right to limit access to the ***Michael H. Cohen Esq. Career Room*** in order to ensure equitability.
3. The ***Michael H. Cohen Esq. Career Room*** is available for scheduled time periods for business professionals and/or owners for training seminars, for interviewing purposes, for business and organizational meetings with prospective and/or existing clients as well as business partners.
4. As long as the ***Michael H. Cohen, Esq. Career Room*** has not been previously reserved by another organization or individual for a designated time period, the Career Room may be used on a walk-in basis. Verification of the schedule must take place before walk-in permission is granted.
5. The ***Michael H. Cohen Esq. Career Room*** is not available to any individual or groups that offer seminars or conduct direct sales in order to solicit customers or business for their organizations.
6. Groups may advertise their use of the ***Michael H. Cohen Esq. Career Room*** through membership lists, private email lists, opt-in marketing lists, or other channels that reach a pre-defined group of members. Any advertisements must, however, include the following statement: ***The Mount Olive Free Public Library located in Mount Olive Township, New Jersey does not advocate or endorse the viewpoints of meetings or meeting room users.***
7. Groups, businesses, and individuals may not use ***The Mount Olive Free Public Library's*** name, address, or telephone numbers as their official address or contact information. They also may not publicize their meeting or event in such a way as to imply ***The Mount Olive Free Public Library's*** sponsorship. Use of ***The Mount Olive Free Public Library*** in no way implies Library sponsorship or endorsement of any business or outside organization.

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8. Food and non-alcoholic drink are allowed in the ***Michael H. Cohen Esq. Career Room***, as long as the individual, organization, or business owner removes the trash from the building. Groups, business owners, and individuals are responsible for their own set-up of chairs, tables, and other arrangements, and must return the room to the condition in which it was found. Set-up and cleanup occur within the reserved time for the meeting. Tobacco products and e-cigarettes are not permitted.
9. ***The Mount Olive Free Public Library*** reserves the right to deny meeting room use to any organization that does not comply with the regulations set forth in this document, ***The Mount Olive Free Public Library Code of Conduct policy***, and ***The Mount Olive Free Public Library Room Usage Policy***.
10. ***The Mount Olive Free Public Library's*** Library Director or his/her designee will review requests to use the ***Michael H. Cohen, Esq. Career Room*** as needed.
11. In case of cancellation on the organization's or individual's part, ***The Mount Olive Free Public Library*** must be notified as far as in advance as possible but at least within twenty-four (24) hours. In weather emergencies, those who have booked the ***Michael H. Cohen, Esq. Career Room*** should call the Library or visit the Library's website (www.mopl.org) to check for closings. In addition to checking the website, a person from the Library will make every attempt to contact the designated individual on the ***Room Usage*** application.
12. The maximum amount of time any individual, organization, or business person can use the room at one sitting or for any length of days should be agreed upon in advance with ***The Mount Olive Free Public Library's Director***.
13. The room capacity for the ***Michael H. Cohen, Esq. Career Room*** is fifteen (15) people.
14. To reserve the ***Michael H. Cohen, Esq. Career Room*** in advance, please fill out the required Room Usage Application, which can be found on the Library's website and call ***The Mount Olive Free Public Library*** at 973-691-8686 ext. 100 or email at maria.koskulics@mopl.org.