

Public Behavior in the Library

Policy Statement

Plainfield Public Library (PPL) is a limited public forum. Rules for public behavior in the Library are intended to protect the rights and safety of Library users, protect the rights and safety of staff members, and preserve and protect the Library's materials, facilities and property.

Library users who violate these rules may be subject to the suspension of their Library privileges, be excluded from the Library and/or face legal action.

In **Kreimer v. Bureau of Police for Morristown, 958 F.2d 1242 (3d Cir. 1992)** the court found that a Library has a significant interest in achieving the "optimum safest use of its facilities" which includes authority to "circumscribe admission to and expulsion from its facility" in a reasonable manner. (id.) The Plainfield Public Library, as a limited public forum has a responsibility to protect all of its patrons' first amendment rights to access information freely. If a patron's behavior is such that it would interfere with another member of the public's ability to make use of the facility by being noisy, boisterous or otherwise disruptive, or if they have bodily hygiene issues to such a degree as to be a nuisance, the Library has a right to have that patron removed.(id.) If a Patron is not using the facility for its intended purposes, i.e. not reading, studying, or making use of Library services/materials, etc. They can also be removed, as they are not engaged in a protected activity. (id.) Should these behaviors be either repeated or egregious, the Library reserves the right to, in coordination with local law enforcement, ban a patron.

"Prohibiting disruptive behavior is perhaps the clearest and most direct way to achieve maximum Library use" rules addressing this are fundamentally reasonable [Kreimer v. Bureau of Police for Town of Morristown, 958 F.2d 1242, 1262–63 \(3d Cir. 1992\)](#)

Regulation

Where the below rules are violated or in any situations where Plainfield Public Library staff members feel that the health, safety or security of Library users or staff members are threatened, they may take any and all appropriate action including, but not limited to, calling the police for assistance.

Library staff members may ask a Library user to leave the premises with or without prior warning, depending upon the seriousness of the violation; in these cases. Library staff members may also exclude a patron or visitor from Plainfield Public Library facilities.

Failure to leave the premise when directed to do so by library staff will result in the police being called for assistance.

Depending on the severity of the incident, The Library's Administration may impose a suspension of Library privileges. If the Director decides to impose such a suspension, the patron or visitor will be so advised in writing. Any patron whose Library privileges are suspended under these rules has a right to appeal. Entering the building while privileges are suspended, or pending the results of an appeal, may be considered trespassing.

The following rules extend to the Library grounds and areas directly under the control of the library. Particularly, this applies to disruptive behavior outside the building that rises to a level of being disruptive to patrons within the building and where the behavior is such that it impedes or dissuades ingress and egress.

Guidelines

Library users must adhere to these Rules of Conduct

Plainfield Municipal Code § 10:6-2 Free Public Library and Reading Room.

[R.O. 1957, 10:4-8, adopted Sept. 15, 1969]

(a) No person shall, in or about the Free Public Library and Reading Room:

- (1) Engage in loud talking in such manner or volume or to otherwise create such noise as unreasonably to disturb other individuals using the library facilities;
- (2) Obstruct or unreasonably interfere with an individual's use of any entrance, exit, aisle, or library facility;
- (3) Smoke or carry about their person a lighted cigarette, cigar, pipe or other material in the library building. There is no smoking in or around the Library;
- (4) Litter, deface, spit upon or otherwise injure any library property;
- (5) Mutilate or deface a book, record, work of art, or other library material;
- (6) Eat or drink any food or beverage in the library building except where a special permit has been granted for functions sponsored by or under agreement with the Public Library and Reading Room in areas so designated by such permit; and
- (7) Violate any rule or regulation promulgated for the conduct of the Library by the Board of Trustees of the Free Public Library and Reading Room, provided notice of such rule or regulation is posted upon the library premises in a conspicuous place

[Additional rules promulgated for the conduct of the Library by the Board of Trustees of the Free Public Library and Reading Room](#)

Patrons may not engage in Illegal Activities in the library or on library property, including but not limited to:

- Committing or attempting to commit any activity that constitutes a violation of any federal, state or local statute or ordinance including but not limited to:
 - Engaging in sexual conduct or lewd behavior on Library premises, **(N.J.S.A. 2C:14-4)**
 - Use of controlled substances on Library premises. **(N.J.S.A. § 24:21)**
 - Public intoxication. **(Plainfield Municipal Code Section 10:7-7)**
 - Stalking patrons **N.J.S.A. 2C:12-10**
 - Intentionally intercepting other patron communications including oral and electronic communications N.J. Stat. Ann. § 2A:156A-3
 - Harassing Patrons N.J. Stat. Ann. § 2C:33-4
 - Trespassing. N.J. Stat. Ann. § 2C:18-3

Engaging in Harmful, Disruptive, Destructive, or otherwise inappropriate behavior that disrupts or interferes with the normal operation of the Library, or disturbs staff and Library users is also prohibited, including but not limited to:

- Disobeying the reasonable direction of Library staff members.
- The use of abusive or threatening language or gestures.
- Actively and/or repeatedly disturbing other patrons.
- Actively violating other patron's confidentiality of records and service N.J.S.A. 18A:73-43.2. Additional information on this is available in Appendix A.
- Attempting to enter without permission areas that have controlled public access (ie. Classes, offices that are closed to protect patron privacy) or are wholly staff-only/ private areas.
- Being disruptive as to prevent the use of library spaces for sanctioned library activities such as hosted events and library sponsored activities. If a patron wishes to protest or lodge a complaint regarding the nature of a library hosted program, they are afforded an appropriate time place and manner to do so at the monthly Library Board meetings which are open to the public for such purposes.
- Using Library materials, equipment, furniture, fixtures or buildings in a destructive, abusive or potentially damaging manner, in a manner likely to cause personal injury to any person or in any other manner inconsistent with the customary use thereof.

Public Behavior Policy

- Violating the Library's Internet Use Policy.
- Filming is allowed in the library, but does not insulate the patron from being removed for violating other building policies such as those pertaining to disrupting patrons. Further information on the Library's filming policy can be found in Appendix C Plainfield Public Library Filming policy.
- Soliciting, petitioning, or distributing written materials or canvassing on Plainfield Public Library premises in such a manner as to impede access to or egress from Plainfield Public Library or is disruptive as to interfere with the use of the building by other patrons.
- Leaving personal belongings unattended. Unattended items may be disposed of at the discretion of the administrative staff.
- Taking up more than a reasonable single work/study space with personal belongings.
- Bringing/using bicycles, scooters (non-mobility), roller-skates, or similar wheeled devices and other means of transportation inside the Library building, including, but not limited to, vestibules or covered doorways.
- Bringing animals other than service animals inside the Library building without the prior permission of Library staff.
- Parking vehicles on Library premises for purposes other than official Library use. Vehicles parked in violation of this rule may be towed at the owner's expense.
- Sleeping on Plainfield Public Library premises.
- The use of e-cigarette or vaping devices.
- Using Plainfield Public Library's restrooms for bathing, shaving, and/or washing hair.
- Entering or inhabiting the Library building with bare or stocking feet, or bare chest.
- Disturbing others because of offensive body odor. Any person creating or emanating an odor that can be detected from four feet away, will be asked to leave the Library until the situation can be corrected.

Public Behavior Policy

- Engaging in unhygienic behavior such as spitting, clipping nails, or changing diapers in public areas.
- Refusing to respect social distancing guidelines and other temporary public health measures or ordinances where appropriate and necessary.

*Adopted by the Library Board of Trustees on **June 22, 2023***

Disruptive Patron Policy Appendix A: The Library as a Limited Public Forum in Detail

Disruptive behavior need not be tolerated in the building

The Library is a limited public forum. Actions that disrupt other patrons and/or compromise/ may compromise their confidentiality are prohibited as they negatively impact the protected first amendment use for which the library has opened itself to the public.

The imposition of limitations on disruptive first amendment exercises in the interest of preserving the intended access to information first amendment use of the library is allowed.¹

“A designated public forum need not be open to the public at large²” In the case of a limited public forum, constitutional protection is afforded only to expressive activity *of a genre similar to those that government has admitted to the limited forum.*³Hence, as a limited public forum, the Library is obligated only to permit the public to exercise rights that are consistent with the nature of the Library and consistent with the government's intent in designating the Library as a public forum. Other activities need not be tolerated. ⁴

The purpose of the public library is for patrons to be able to access information in an as unfettered manner as possible. Access to information is a protected first amendment right⁵ and the specific purpose for which the Library is operated.⁶

Patron Confidentiality/Privacy is core to the intended first amendment purpose of the building as a public library. Patron violations of other patron's confidentiality are on their face disruptive.

Key to that right to access information, is the ability to do so confidentially. It is so paramount, that the right to this confidentiality is enshrined in New Jersey State Law. ⁷ This confidentiality is to prevent a chilling effect on patrons exercising their first amendment right to access information without fear of reprisal. Patron actions, particularly those outside of traditional library usage that would intentionally or unintentionally negatively impact a patron's confidentiality or their belief in that

¹ [Kreimer v. Bureau of Police for Town of Morristown, 958 F.2d 1242, 1261–62 \(3d Cir. 1992\)](#)

² *id* referencing *Widmar v. Vincent*, 454 U.S. at 267 n. 5, 102 S.Ct. at 273 n. 5 and *Perry Education Association v. Perry Local Educators' Association*, 460 U.S. at 45 n. 7, 103 S.Ct. at 955 n. 7

³ *Id* referencing *Travis v. Owego–Apalachin School District*, 927 F.2d 692 (2d Cir.1991)

⁴ *Id.*

⁵ *Kreimer v. Bureau of Police for Town of Morristown*, 958 F.2d 1242, 1252 (3d Cir. 1992) citing *Martin v. City of Struthers, Ohio*, 319 U.S. 141, 148, 63 S. Ct. 862, 866, 87 L. Ed. 1313 (1943), *Lamont v. Postmaster Gen. of U. S.*, 381 U.S. 301, 308, 85 S. Ct. 1493, 1497, 14 L. Ed. 2d 398 (1965)

⁶ *Id.*

⁷ *N.J.S.A. 18A:73-43.2.*

confidentiality are manifestly disruptive to the public's ability to access information and allowing such disruptions would constitute a deprivation of a patron's right to access information which is, the specific purpose for which the building has been opened to the public.

Patron behavior that actively impacts or appears to impact patron confidentiality to a degree greater than the degree to which the action is related to a legitimate library purpose for which the building has been opened to the public is disruptive, and the disruptive patron policy will be followed including the options of having a patron removed and/or banned from the building depending on the severity.

For more information on how this test is applied see Appendix B.

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[Kreimer v. Bureau of Police for Town of Morristown, 958 F.2d 1242, 1261–62 \(3d Cir. 1992\)](#)

Disruptive Patron Policy Appendix B: Protecting Patrons' Confidentiality From Other Patrons In Detail.

Please see Plainfield Public Library Privacy Policy for further information on records maintenance and other matters related to patron privacy but outside the scope of in-building patron behavior.

All first amendment rights are not absolute. This is particularly so in a limited public forum such as a public library. Speaking is of course a first amendment right, but a patron can be ejected from the library for yelling in a manner as to disturb people who have come to study. So too, many patron actions, if being conducted in such a manner as to interfere with the intended use of the building, can be prohibited. This is of course a high bar and as such the library's reasoning and the bar it is setting are laid out below. (More information under disruptive patron policy and Appendix A)

In General

(For a more detailed breakdown on the Library as a Limited Public Forum please see Appendix A)

Patron Confidentiality is protected by law. *N.J.S.A. 18A:73-43.2*

- People need to feel that they can access information without fear of reprisal.
 - Confidentiality is key to the specific first amendment purpose for which the library is operated as a limited public forum.
 - Within the library, protecting the first amendment right to access information trumps other first amendment activities when those activities reasonably infringe upon it. (see generally) *Kreimer v. Bureau of Police for Town of Morristown*

Creation of a reasonable expectation of privacy in conducting library business

Because patron confidentiality is protected by law, and many of the functions for which the building is expressly open to the public for rely on this privacy and confidentiality, there is a reasonable expectation of some privacy in the building that is manifestly different than in a wholly public space. It is a limited public forum.

There is not complete and total privacy in that accidental or passive exposure may occur simply because more than one person is being accommodated in the building at one time. The library adopts a model to adjudicate whether a patron's behavior rises to the level of violating another patron's penumbra of privacy based heavily on the elements already laid out in the relevant criminal statutes related to privacy in public spaces and invasions of privacy in general. *N.J.S.A. 2C:12-10*, Intentionally *N.J. Stat. Ann. § 2A:156A-3* (West), *N.J. Stat. Ann. § 2C:33-4*, *N.J. Stat. Ann. § 2C:18-3*.

The Library generally relies on an Intentional vs. Accidental or Active vs. Passive model that takes into account how much the action in question is related to a specific use for which the library has opened itself as a public forum.

- Passive/Accidental: Being exposed to other people's information by making use of the library for its intended purposes. Some exposure is unavoidable in a glass walled building that is open to the public.
 - Examples
 - A patron may see the titles of books people are reading etc.
 - A patron may accidentally, overhear a study group at a table while walking past them.
 - The act of filming, if nonintrusive, and not done in a way as to intentionally and overtly record what information a patron is accessing, likely does not rise to a problematic level.
- Active/intentional: If a patron is intentionally focusing on what a specific patron is doing, that's a problem. Surveilling other patrons is not one of the legitimate library purposes for which the building is opened to the public and actively works against such purposes.
 - Can the person who is being filmed prevent the information from being captured by moving a screen or covering something, or moving themselves and does the other person take action to subvert these steps? Are they actively attempting to get past measures designed to protect privacy?
 - For example, if a patron gets closer to the reference desk to not be overheard or talks quietly, and another patron moves closer to overhear, that is an active invasion of privacy and not allowed.
 - Standing behind someone working at a public computer and staring at the screen would be an active invasion of privacy and not allowed.
 - Use of technology to artificially extend viewing range to allow seeing things other patrons are doing that would otherwise be nonvisible is an active subversion.
 - Use of technology to artificially extend listening range to allow hearing things other patrons are doing that would otherwise be inaudible is an active subversion.

Many areas of the library are private or have controlled public access to create required privacy for legitimate library business such as classes or passport appointments. Seeking to enter or observe/surveillance these areas absent staff permission is not allowed. Doing so in direct contravention of posted signs or staff instruction will be taken as prima facie evidence of active intent.

[Actively invading other people's privacy is, in general, illegal.](#)

Even were there a question of whether protection is afforded under Patron Confidentiality, most of the actions that one Patron could take, that would affect the privacy/confidentiality of other patrons to a degree where intervention was necessary would be illegal even absent N.J.S.A. 18A:73-43.2's guarantee of confidentiality. The only factor that this guarantee of confidentiality brings is by lending more credence to a Patron's reasonable belief in their privacy in as much as it is a factor in adjudicating any violations by the aggressor patron. Therefore, staff actions ranging from intercession, to patron ejection, to notifying the authorities are not only justified under the building's privacy policy which derives its strength from the first amendment, legislative intent and text of *N.J.S.A. 18A:73-43.2* and of course the *N.J. Supreme Court in Kreimer v. Bureau of Police for Town of Morristown*, but are also valid on their face as they are violations of New Jersey's criminal code.

Before examining this on a relevant statute by statute basis it is important to also establish that Library staff need not ultimately be correct that the actions have risen to a criminal level; staff only need reasonably believe this so for their actions to be valid regardless of ultimately whether any charges are brought or adjudicated. To hold otherwise would chill the staff's willingness to rely on law enforcement and would do grievance harm to public safety by creating a reluctance to report potentially criminal activity.

A selection of the most relevant statutes is below.

- Stalking patrons **N.J.S.A. 2C:12-10**
- Intentionally intercepting other patron communications including oral and electronic communications [N.J. Stat. Ann. § 2A:156A-3 \(West\)](#)
- Harassing Patrons N.J. Stat. Ann. § 2C:33-4
- Trespassing. N.J. Stat. Ann. § 2C:18-3

Disruptive Patron Policy Appendix C: Plainfield Public Library Recording Policy

Recording in the library is allowed with reasonable and necessary limitations directly related to providing maximum usage of the library to the public for the intended first amendment purposes for which this limited public forum has been opened. It is preferred that patrons wishing to record in the building notify the Library director ahead of time so that they can be accommodated in a way that does not impact other patrons of the building.

While some filming is allowed in the building, this does not create a blanket liability shield for the use of the recording. Members of the public seeking to use such recordings may still be liable under various civil and criminal statutes depending on what is intentionally recorded and how the film is edited, presented, used, and distributed. The Plainfield Public Library suggests consulting with an attorney to assess any liabilities that may be incurred.

Use of filmed footage to imply the library supports any particular group or endeavor commercial or otherwise without express permission may also open the user to civil and or criminal liability. The Plainfield Public Library suggests consulting with an attorney to assess any liabilities that may be incurred.

Filming limitations

Patrons who are filming are still subject to all other library rules and regulations as well as any potential criminal violations or civil penalties that may arise from their actions. The Plainfield Public Library suggests consulting with an attorney to assess any liabilities that may be incurred.

If a patron's behavior would cause staff to intervene if they did not have a camera (blocking ingress and egress, yelling, etc.) or if what the camera can view would cause the staff to intervene if it were a person doing the viewing (such as actively attempting to record patron records) then so too shall it trigger staff intervention.

In particular those filming in the library should make all necessary effort to ensure that their actions do not violate or appear to a reasonable person to violate N.J.S.A. 18A:73-43.2, N.J.S.A. 2C:12-10, N.J. Stat. Ann. § 2A:156A-3 (West), N.J. Stat. Ann. § 2C:33-4, N.J. Stat. Ann. § 2C:18-3. For more information and a discussion of the applicability of N.J.S.A. 18A:73-43.2, please see the building's Patron Privacy Policy in Appendix A & B. The Plainfield Public Library suggests consulting with an attorney to assess any liabilities that may be incurred.

Filming, just like unauthorized access even without a camera, is also prohibited in areas that are either fully private (staff-only areas) or semi-private (ie. Offices that the public may be brought into in a controlled manner to allow for confidential consultations or services such as passport applications or areas being used for classes, etc.) This is

particularly so where exposure could create a breach of patron confidentiality N.J.S.A. 18A:73-43.2

In particular those filming should be cognizant of the heightened response the presence of a camera may cause among patrons, who if they have a reasonable belief that they are being intentionally recorded in an attempt to capture their communications oral, electronic, or otherwise, would be well within their rights to call the police or ask staff to call the police. Just as if a patron loomed behind someone attempting to use a public computer would trigger such a response, so too may aggressive use of a camera.

The act of filming in and of itself offers no additional protections for a patron.

Finally, any perceived restrictions on the act of filming when it has become disruptive or negatively impacts the first amendment activities that the library has been opened to the public for as a limited public forum is non-content and non- viewpoint based and therefore not subject to strict scrutiny. Even so, as filming is only prohibited when it is done in a manner that affects the intended first amendment protected uses of this limited public forum, the rules are designed to be the absolute least restrictive manner to serve the legitimate public interest of preserving unfettered patron access to information. As any limitations would apply equally to patrons not engaged in filming or engaged in an analogous action (attempting to view with a camera things that would trigger similar response if the attempt to view was made without a camera) there is nothing in the policy that is specifically targeting filming or the legality of it.

Issues with this policy can be brought to the board at their open public meetings. Library staff in their capacity as staff or as private citizens are not duty-bound to engage in debates regarding policy with patrons, nor can they unilaterally make changes to the policy. Library staff will, upon request, provide copies of this and other relevant policies as well as information on the proper avenues through which to seek redress of grievances.

Meeting Room Regulations

The Plainfield Public Library has meeting rooms of different sizes that are available to Plainfield residents and local groups without charge.

There is also a **virtual meeting room** option available for use via Zoom.

Study rooms are NOT available for use at this time.

Room requests must be submitted at least 48 hours prior to the date of the meeting.

Meeting Room Regulations

1. Rooms may be engaged for educational, civic, and cultural purposes, but not for religious services or partisan political meetings. Rooms are designed to meet general interests, including lectures, discussion groups, panels, concerts, readings, committee meetings and similar activities.
2. Applicants must be adults and must be a member of the group making application. A responsible adult must be present at all times.
3. Rooms are not available for public use when the Library is closed to the public. The Library maintains a referral list of local meeting sites for those who find the Library rooms unavailable or unsuitable.
4. No admission may be charged under any guise. Fundraising is not permitted on Library premises with the exception that books related to author talks and book signings may be sold.
5. Groups engaging the meeting rooms may be charged a fee sufficient to defray the costs of equipment use, cleaning, etc. Fees and rates (listed on the [Meeting Room Fee Schedule](#)) shall be set by the Director and may be waived at the discretion of the Director. Payment must be received one week before the event.
6. The Anne Louise Davis Room will be set up with one head table and 50 chairs. Groups making changes to this layout must put the room back in order at the end of their meeting. Groups needing additional furniture must indicate this when making application; chairs and tables will be provided. Each group will be responsible for doing their own setup unless they have requested custodial setup. Groups using additional custodial assistance during a meeting will be charged for time. The Library reserves the right to divide the Anne Louise Davis

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Room when necessary, but will make every effort not to inconvenience any group.

7. All meetings must end no later than ½ hour before closing. The meeting room must be vacated within 15 minutes after the ending time recorded on the Meeting Room Application, in order to clean and reset the room or for the Library to close. Failure of attendees to vacate the room in a timely manner may result in an assessment for custodial overtime and may jeopardize future room-use approval.
8. Approval for regular use of the room will be granted for once-a-week for a maximum of one month or once a month for a maximum of six-month intervals. Room requests must be submitted at least 48 hours prior to the date of the meeting.
9. Barring inclement weather or other natural disasters, cancellation by the booking group must be made no later than 24 hours prior to the scheduled event. Should the Library close due to a weather or facility emergency, every effort will be made to notify the booking group, and fees already paid shall be reimbursed. The Library shall bear no responsibility for costs incurred by the booking group.
10. The Library does not allow food to be served in carpeted areas. Fees are based on the cost of cleaning, maintenance and undue wear-and-tear. The Library does not provide food service equipment. A list of area caterers familiar with this facility is available, but does not represent any endorsement of individual caterers. Food carried into the carpeted ALD room from the lobby may result in a \$450 assessment for professional carpet shampooing.
11. Applicants are responsible for any damage to Library property. The Library shall be the sole judge of the cost pertaining to damage or theft.
12. Misrepresentation by any applicant concerning the sponsors, content, purpose and/or audience of any scheduled event will be cause for barring future use of the space by that applicant and group and may result in immediate cancelation of the event.
13. All flyers must specify that event attendees must park in the 9th Street lot. Please cooperate in keeping the 8th Street lot available for regular library users.
14. The Library maintains the right to make reasonable time place and manner restrictions on the nature and operation of public functions being hosted in the building. It is within the director's discretion in consultation with the board whether the specifics of a proposed meeting would constitute enough of a

disruption to the library's other legitimate operations to warrant denial of event request, canceling an event, or asking an event to cease and leave the building. For example if an event became crowded beyond the room capacity or began blaring loud music that was audible throughout the building.

15. The general rules and policies for Patron behavior still apply to those making use of the meeting rooms including the provisions under which participants may be asked to leave or be more permanently barred from the building. Please read the building Conduct policy for more information.
16. If a patron's behavior rises to the level of being disruptive as to prevent the use of library spaces for sanctioned library activities such as hosted events and library sponsored activities, the patron will be asked to leave the building. If a patron wishes to protest or lodge a complaint regarding the nature of a library hosted program, they are afforded an appropriate time place and manner to do so at the monthly Library Board meetings which are open to the public for such purposes.

Virtual Meeting Room Regulations

1. The Library's meeting rooms may be reserved for educational, civic, and cultural purposes, but not for sectarian, religious, or partisan political meetings.
2. Virtual Meeting Room usage must follow the [Zoom Terms of Service](#).
3. All rooms must be booked in advance by submitting a [Meeting Room Reservation](#). Applicants must be at least 18 years of age and must be a member of the group making application. The person requesting the room must act as the host of the meeting.
4. Do not enter the meeting room other than confirmed times, as other groups may be using the virtual meeting room.
5. Approval for regular use of the room will be granted for once-a-week use for a maximum of three months, bi-weekly for a maximum of six months, and monthly, for a maximum of twelve months. Extensions may be granted at the discretion of the Library Director.
6. All meetings must end no later than the end time on the application form.
7. The Library is not responsible for any issues that arise during the applicant's meeting, and technical support is not available.

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8. The Library is not responsible for the content or activities that take place during the applicant's meeting. All activities taking place during the applicant's meeting must follow the [Zoom Terms of Service](#).
9. No admission may be charged under any guise.
10. Groups/Individuals who book a room but do not cancel their booking within 2 library business days before the start-time of the event will not be allowed to make a new booking for a minimum of four weeks from the no-show date.
11. Groups/Individuals who have 3 no-shows within a 12 month period will not be allowed additional bookings. A request to be allowed additional bookings will need to be made in writing and approved by the Library Director after a six-month period has passed. This also applies to City Departments and County Agencies. Approval of the additional booking request is at the discretion of the Library Director.
12. Misrepresentation by any applicant concerning the sponsors, content, purpose and/or audience of any scheduled event will be cause for barring future use of the meeting rooms by that applicant and group and may result in immediate cancelation of the event.