GLOUCESTER COUNTY LIBRARY SYSTEM
POLICY AND REGULATIONS CONCERNING USE OF MEETING ROOMS

MEETING ROOM POLICY

When Library functions are not scheduled, the meeting rooms are available to non-profit community organizations and government agencies engaged in educational, cultural, intellectual, or charitable activities in Gloucester County. GCLS provides meeting room spaces as a public service regardless of the beliefs or affiliation of groups requesting their use. GCLS does not advocate or endorse the viewpoints of meetings or meeting room users. The library meeting rooms may not be used for commercial activities, by for-profit groups, or for personal functions. In particular any financial institutions, insurance groups or legal services that present an affiliation with a non-profit will not be permitted. There is no charge for use of a room; no admission fee may be charged by groups using a room. No group will be denied access to these facilities because of age, race, creed, political beliefs, or viewpoints. All meetings will be open to the public, should they wish to attend.

From time to time, the library may decide to present a program utilizing the resources of a for-profit company. Such programs will be considered library sponsored programs and a library staff member shall be present during the program.

The intent of these policies and procedures is to provide equitable access to this popular resource to as many groups as possible. Failure to comply with the policies and procedures may be cause for denial of further use by an organization. We ask that you read, agree to, and sign this document and follow the rules when you are here.

RESERVATIONS

Use of a meeting room is provisional upon the organization's agreement to abide by the Gloucester County Library System Meeting Room Policy and Regulations.

Reservation forms are available on-line at www.gcls.org and at all of the branches of the Gloucester County Library System. Room(s) and designated library equipment to be used are scheduled on a first-come, first-serve basis.

1. Approval of applications is subject to policy determined by the Gloucester County Library Commission. Meeting room(s) and library facilities will be available at the discretion of the GCLS Director.

2. Applications for meeting room(s) must be submitted in writing. Applications can be submitted in person, via fax or email. Applications must be signed by a member of the group who will be attending the meeting and will be responsible. Groups are limited to one (1) meeting per month, unless an exception is granted by the GCLS Director. Continuous use of the same meeting room(s) on the same day and time is not guaranteed. Groups may request regular scheduling on a monthly basis. Booking will be on a calendar year basis and applications must be updated annually in the fall or in the event there is a change in the contact information. Scheduling is not complete until the meeting room coordinator has confirmed the date and time and approved the application. **Returning an application form to the library does not constitute approval. The contact person will receive a confirmation via e-mail or by phone if an email address is not available.**

3. If a scheduled meeting is canceled, the library must be notified immediately. Failure to do so may be cause for denial of further use by that organization.

4. Furniture & Equipment availability for meeting room use are:

Anne M. Wodnick Clayton Library Equipment

4 tables (6' x 3') 40 chairs

Anne M. Wodnick Clayton Library Hours

Monday thru Thursday	10 am - 9 pm
Friday	10 am - 5 pm
Saturday	10 am - 2 pm

Glassboro Branch Equipment

4 tables (5'11 x 3'11) 12 chairs TV/DVD

Glassboro Branch Hours

Monday thru Thursday	10 am - 9 pm
Friday	10 am - 5 pm
Saturday	10 am - 2 pm

Greenwich Township Branch Equipment

15 tables (6' x 3') 120 chairs TV/DVD Podium Portable Microphone
Screen (Room #2 only) White Board Easel Coffee & Hot Water Urn

Greenwich Township Branch Hours

Monday thru Thursday	10 am - 9 pm
Friday	10 am - 5 pm
Saturday	10 am - 2 pm

Logan Township Branch Equipment

4 tables (6' x 3') 42 chairs TV Screen Easel Coffee Maker (12 cup)

Logan Township Branch Hours

Monday thru Thursday	10 am - 9 pm
Friday	10 am - 5 pm
Saturday	10 am - 2 pm

Mullica Hill Branch Equipment

20 tables (6' x 3')	125 chairs	Wooden Lectern with Microphone
TV/DVD **(Room B only)**	Easel	Screen (drop down in Room B, portable Room A)
Coffee and Hot Water Urn	Microwave	

Mullica Hill Branch Hours

Monday thru Thursday	10 am - 9 pm
Friday	10 am - 5 pm
Saturday	10 am - 5 pm
Sunday	1 pm - 5 pm*

***Closed Sundays Memorial Day weekend thru Labor Day**

Margaret Dombrosky Swedesboro Public Library Equipment

6 Tables (6' x 3') TV 40 chairs

Margaret Dombrosky Swedesboro Public Library Hours

Monday thru Thursday	10 am - 9 pm
Friday	10 am - 5 pm
Saturday	10 am - 2 pm

MEETING ROOM REGULATIONS

1. Regulations in effect when the meeting rooms are used shall apply. These regulations are subject to change without notice. **The Library may not be used for commercial activities or purely personal functions.**

2. The following capacities may not be exceeded --

Anne M. Wodnick Clayton Library

Meeting Room	40 people; with tables 20

Glassboro Branch

Meeting Room	12 people

Greenwich Township Branch

Meeting Room #1	45 people; with tables 30
Meeting Room #2	80 people; with tables 50
Meeting Rooms #1 & #2	125 people; with tables 80

Logan Township Branch

Meeting Room A – 40 people; with tables 20 Meeting Room B – 8 people

Mullica Hill Branch

Meeting Rooms A & B	135 people; with tables 85
Meeting Room A	60 people; with tables 40
Meeting Room B	75 people; with tables 45
Meeting Room C	12 people

Margaret Dombrosky Swedesboro Public Library

Meeting Room	40 people; with tables 20

3. No admission fee may be charged by groups using a room.

4. Adequate adult supervision of minors (those under 18 years old) is required at all times.

5. Smoking is not permitted in the building (or courtyard at Mullica Hill). Alcoholic beverages are not permitted on library property.

6. **Organizations using the meeting rooms will be responsible for setting up their own seating arrangement if the configuration differs from the standard set-up. After each meeting, the room must be reset to the standard floor plan. A diagram of the floor plan**

is located in each of the meeting rooms. Allow ample time to set up and reset the reserved room.

7. All gatherings must be conducted in an orderly manner. Noise levels before and after meetings must be appropriate to the library setting. Care must be exercised so that the meeting room, corridor, rest rooms, and kitchen are maintained and left in a neat, clean, and orderly condition. **Please report any spills on the carpet or stains on the furniture immediately.**

8. At the Mullica Hill Branch and Greenwich Branches, the movable partition separating the meeting rooms must be opened or closed by GCLS staff only. Arrangements must be made at the time of meeting room reservation.

9 Library staff are not available to run equipment or explain the operation of the same at the time of meeting. Program organizers may wish to familiarize themselves in advance with the use of the equipment. Please contact the Meeting Room Coordinator for details (223-6033).

10. The names Gloucester County Library System, Glassboro Branch, Greenwich Township Branch, Logan Township Branch, Mullica Hill Branch, or Margaret Dombrosky Swedesboro Public Library may not be used in publicity except as a designation of location. Neither the name nor the address of the Library may be used as the official address or headquarters of the organization.

A disclaimer statement must be included on all promotional material/announcements and must be a minimum of 10 point type. The disclaimer shall read, The views and opinions of the sponsor of this program do not necessarily reflect the views and opinions of the Gloucester County Library System. The words located at shall precede the name and address of the Library.

No program in the Library may be broadcast or televised without permission of the GCLS Director.

11. Organizations using a meeting room are considered a public accommodation under the Americans with Disabilities Act (ADA) and therefore, responsible for providing auxiliary aids and services in compliance with the ADA.

12. Unless authorization has been given in advance by the GCLS Director or designee, no gathering shall start before the official opening time and must conclude 30 minutes before the official closing time of the library**. (The hours for each location are listed on Page 2.)**

13. Groups must provide their own supplies, including paper, markers, pens, tape, flipchart pads, etc. Coin-operated copiers are available if extra copies of handouts are needed.

Note: Change for the self-service copy machine is available at the circulation area. Public use of personal computers is available.

14. Groups may **NOT** store their supplies and/or equipment in the library before, between, or after the time of the scheduled meeting. No advance deliveries of equipment or supplies will be accepted by the library for groups using the meeting room.

15. Any equipment to be brought in must be listed on the application and approved in

advance. All equipment and materials brought in for the occasion must be removed immediately after the meeting.

16. A kitchen is available at the Mullica Hill branch for the preparation of light refreshments. Permission to use the kitchen must be granted through the application process. All supplies must be brought by the organization. Supplies found in the kitchen are library property and can not be used.

17. Food and beverages may be served in a meeting room only. If refreshments are served during the meeting, please wipe tables; pick up any leftover cups and plates and dispose of them in the trash receptacles. Food and food service equipment and supplies brought in for a meeting must be removed immediately following the meeting.

Note: The Library does not have full time maintenance or cleaning staff. The meeting organizer must assure that the meeting room is left in reasonably clean condition and furniture arranged as agreed. Thank you for your cooperation.

Please Check All The Boxes Below:

[ ] I have read and will comply with the GCLS Meeting Room Policy and Guidelines.

[ ] I will leave the room clean and reset to the standard floor plan.

[ ] If the meeting is cancelled I will notify the library.

[ ] I understand that failure to comply with the library's policies may result in the loss of use of the meeting room.

Printed Name _____ Date of Application _____

Signature of applicant and responsible person _____