



Mount Laurel
Library

MEETING ROOM POLICY

Approved June 15, 2016

The primary purpose of the Mount Laurel Library's meeting rooms is to support library programs and activities. Library sponsored programs and the programs of the Library's affiliated organizations will always be given first priority in the reservation of meeting room space, with the exception of use as a polling site by the County Election Board.

The Library retains the right to cancel any reservations for Library purposes.

Meeting room usage is subject to these policies and regulations. Individuals or groups must apply in writing in advance to the Library Board of Trustees for a variance to any of the rules below.

Meeting Room Usage by the Public

- The Library meeting room is available for use by non-profit organizations for any public function of an informational, educational, cultural, or civic nature, including programs of a political nature.
- All programs must be free and open to the general public.
- The library shall not attempt to judge the objectives of any group or program.
- The room may not be used for private social functions.
- Certain kinds of programs are not appropriate for the meeting room, such as programs that include extensive refreshments or anything that might be distracting to users of the Library.
- The Library is not responsible for unforeseen circumstances which may affect a group's attendance at an event held in the meeting rooms including but not limited to road closures, building repairs, weather, emergencies, power failures, etc.
- The Library Director, or designee, reserves the right to reject a reservation request if the anticipated meeting is likely to be unreasonably disruptive to regular Library functions, too large for the applicable room capacity, disorderly, dangerous to persons or property, or in any other way inconsistent with or in contravention of any of the terms or conditions of the Policy or the Library Code of Conduct. In determining whether such likelihood exists, the Library Director, or designee may take into consideration the contents of the application, the history of the group's Meeting Room use in the Library, and such other information as he or she may deem appropriate.

Booking a Meeting Room

- Groups using the meeting room must have at least one member who has a full service Mount Laurel Library Card in good standing. That member, as the group's authorized representative, shall:
 - Contract with the Library for booking specific dates and times;
 - Ensure the group's compliance to the Meeting Room Policy;
 - Be responsible for the care and use of the meeting room and library property;
 - Be responsible for leaving the facility in the same condition as prior to its use;
 - Assume full liability for payment of any fees or reimbursement for damages due to the Library;
 - Sign an indemnification and hold harmless agreement, agreeing to indemnify and hold harmless the library and its officers, directors, employees, agents, and other personnel from any and all liability arising out of the group's use of the meeting room.

- Groups may request reservations for the meeting room in writing beginning:
 - January 1: for dates between March 1 to May 31.
 - May 1: for dates between June 1 to August 31.
 - July 1: for the dates between September 1 and November 30;
 - October 1: for the dates between December 1 and February 28;

- All bookings are on a first-come, first-served basis.

- Requests to use the room more than once a week will not be accepted, unless it is a one-time occurrence.

- Each group seeking to reserve the meeting room shall first make the request in writing at least 7 days prior to the meeting date. An online form is available on the Library's website.

- No booking is firm until a confirmation email is received.

- The Library Board and staff are not responsible for accidents, injury or loss of property occurring to any individuals or groups while using the meeting room.

Meeting Room Space and Equipment

- Capacity of the full meeting room is 100 persons. The room can be divided into two smaller rooms, each with a capacity of 50 persons.

- Furniture may not be moved from other areas of the Library.

- Nothing is to be hung or attached to the walls.

- The following equipment is available. Library staff will not provide assistance in setting up the Meeting Rooms.

20 tables (10 tables per room)
 100 chairs (50 chairs per room)
 Lectern with sound system (Room 2 only)

Overhead projector (Room 2 only)
 White board
 2 projection screens
 DVD player with monitor

- Meeting organizers are permitted to bring their own equipment but Library staff will not support its operation.

Behavioral Regulations

- The meeting room must be vacated by the contracted time, which shall be no later than 30 minutes prior to Library closing, unless special permission is granted in advance by the Library Board of Trustees, based upon a written request presented to the Board at a regular meeting of the Board.
- Light refreshments may be served.
- Groups using the meeting room must provide their own supplies.
- Cleaning the room after its use is the responsibility of the group using it. This includes emptying trash, cleaning table tops and floors, and returning chairs and tables to their original positions.
- Teenage or children's groups may use the room provided an adult contracts for the room. One adult per each 15 young people must be present to supervise the programs at all times.
- Alcohol is not permitted on Library property.
- Smoking, candles, and open flames are not permitted in the Library.
- Persons attending meetings must not attempt to change thermostat settings.

Advertisement and Endorsement

- Permission to use the meeting room does not, in any way, constitute an endorsement by the Library.
- Groups using the meeting room shall not post signs of any type in or near the Library or Mount Laurel Township property. If this prohibition is violated, use of the meeting room may be immediately canceled by the Library.
- If a group desires to publish notice of their event to be held in the meeting room, the announcement shall include the following disclaimer:

The Mount Laurel Library meeting room is available for use by non-profit organizations for any public function of an informational, educational, cultural or civic

nature. The Library does not attempt to judge the objectives of any group or program. Permission to use the meeting room does not, in any way, constitute an endorsement by the Library of the aims, principles, policies or programs of any group or organization.