

MNG-16, Meeting and Study Room Use

Effective: May 1, 2025

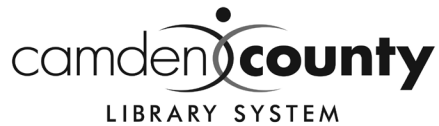
Supersedes: May 14, 2019; September 12, 2017; December 14, 2010; December 13, 2005

Policy Statement: The Camden County Library System provides meeting and study rooms as a service to the community. Rooms are intended primarily for Library or Library-sponsored meetings, programs, activities, and events. When not in use for such purposes, the rooms are available to individuals and groups at no charge.

Disclaimer: The Camden County Library System does not endorse the viewpoints of meeting room users or presenters, nor does the Library vouch for the accuracy or authenticity of the information they present.

General Regulations:

1. Meeting and study rooms are available for use by individuals aged 18 and over, non-profit organizations and community groups, Camden County businesses, government agencies, political groups and candidates, and religious groups. No person or group will be denied use of the meeting rooms based on race, sex, religion, political affiliation, age, creed, color, national origin or ancestry, gender identity, sexual orientation, or disability.
2. Rooms are available on a first-come, first-served basis. Rooms may be reserved up to one month in advance for a maximum of four hours per day, two times per week. The reservation time includes time for set up and clean up. When not occupied, rooms are available for same day reservations. The Library Director or their designee has the right to limit the use of meeting and study rooms.
3. Reservations may be cancelled by Library staff if a user has not arrived 15 minutes after the time of the reservation.
4. Rooms may be reserved for use during Library hours of operation and must be vacated 15 minutes prior to closing.
5. The Library loans equipment, such as projectors and Chromebooks. Equipment must be checked out on a library card and returned in its original condition at the end of the loan period. Staff are not available to assist with setting up equipment. Promptly report problems or damaged equipment.
6. Rooms must be left clean and in good condition. Furniture must be returned to its original configuration. Technology equipment borrowed from the Library must be returned in its original condition.
7. The individual or organization who books a room is responsible for damage to Library property and will be responsible for any cost, expense, or liability incurred by the Library because of their use of the room.



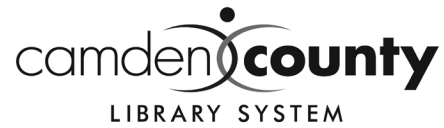
8. The Library is not responsible for personal property. Private property may not be stored in the room or elsewhere in the Library between uses of a room.

Additional regulations for the use of meeting rooms:

1. The individual or representative of the organization who reserves a meeting room must be aged 18 or over, be present for the entire event, and monitor the use of the room.
2. Beverages and light refreshments are permitted, but food may not be prepared on site.
3. The content or purpose of an event must not differ from what was indicated on the room reservation.
4. Publicity for meeting room events must contain the name of the organization or individual sponsoring the event. The Library may not be identified as a sponsor. The Library's address may be given to identify the location of the event. The Library's name and address may not be used as the office address, headquarters or point of correspondence of any group or individual.
5. The individual or organization who booked the room is responsible for setting up the room to meet their own requirements, returning the room to its original condition and configuration at the conclusion of the reservation, and returning any borrowed equipment.

Limits on meeting and study room use:

1. The use of meeting rooms is subject to the provisions in this policy, Public Service Policy CUS-2, *Customer Behavior*, and other policies of the Camden County Library System. The Library Director or designated representative is authorized to enforce these rules and restrict or revoke the meeting room or Library privileges of any individual or group who fails to comply with them.
2. Use of rooms may not interfere or conflict with typical Library operation or with Library-sponsored meetings, programs, and activities. Organizations and individuals will be denied the use of a meeting or study room if that use disrupts the normal operation of the Library, including but not limited to excessive noise, a safety hazard, or a security threat or risk.
3. Meetings must be free and open to the public. Organizations do not have to permit non-members to speak, interrupt, or disrupt their programs and presentations.
4. Meeting and study rooms are not available for private parties, including but not limited to birthday parties, showers, and receptions.
5. Meeting and study rooms may not serve as a sole or primary location to conduct business operations.



6. Selling of goods or services, admission fees, solicitations, or fund raising are not permitted.
7. Alcoholic beverages, wagering, gambling, games of chance, smoking, and open flames or candles (including Sterno) are prohibited.
8. Meeting room attendance cannot exceed a room's posted legal occupancy limitation.
9. Signage, posters, displays, or materials associated with the use of the meeting or study room may not be displayed or visible outside of the room.
10. Do not block marked fire exits.