



MNG-16 – Meeting Room Use

Approved September 12, 2017; Supersedes December 14, 2010; December 13, 2005

Policy Statement – The Camden County Library System is a community resource that provides access to information and facilities where ideas are exchanged. As part of its public service mission, the Library makes meeting room space available to groups and individuals.

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.

Regulations:

1. The use of meeting rooms is subject to the Code of Conduct, Customer Behavior Policy, and other policies, rules and regulations 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. Meeting rooms are available for use by public or private organizations, for profit and non-profit community groups, businesses, government agencies, political groups and candidates, religious groups, and individuals
3. 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.
4. Meeting rooms are not to be used for the sale of goods or services or recruitment of or marketing to prospective commercial clients. No admission may be charged. No solicitation or collection from the public may be made.
5. The individual who reserves the room or their designated representative shall:
 - a. Be an adult age 18 or over.
 - b. Be in attendance at all times during the occupancy of the room.
 - c. Be responsible for the operation and care of equipment, leave the equipment in the same condition as it was at the beginning of the reservation period, and notify staff immediately if equipment is not functioning properly.



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- d. Ensure that the premises are entered and vacated promptly at the beginning and end of the reservation period.
 - e. Leave the facility in the same condition and configuration as prior to its use.
 - f. Assume liability for missing or damaged library property.
 - g. Cancel a reservation if the room is no longer needed.
6. Reservations for meeting rooms may be made no more than two months in advance. The Library cannot guarantee the availability of rooms for regular meetings. The Library Director or designated representative is authorized to set reasonable limits on frequency and duration of use of meeting rooms.
 7. Promotional materials may be displayed inside the meeting room in areas not visible to the public areas of the library.
 8. Meeting room attendance cannot exceed a room's posted legal occupancy limitation.
 9. An adult aged 18 or over must be present at all times during the use of the room.
 10. Private property belonging to a group or individual is the sole responsibility of the group or individual. Private property may not be stored in the room or Library between uses of a room. The Library is not responsible for any private property in a Library building.
 11. Alcoholic beverages, wagering, gambling, games of chance and open flames or candles are prohibited.
 12. Library staff may cancel a reservation and give the room to another group or individual if no one from the reserving party appears within 15 minutes of the start time of the reservation.
 13. 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.