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. 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 e-mail. 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 e-mail 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:

Glassboro Branch Equipment

4 tables (6' x 3')   40 chairs   Easel   Podium   Portable Microphone   White Board
30 Cup Coffee Urn   Microwave

Glassboro Branch Hours

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

Greenwich Branch Equipment

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

Greenwich Branch Hours

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

Logan Branch Equipment

TV/VCR/DVD   Podium   Screen   Easel   Coffee Maker (12 cup)   Microwave

Logan Branch Hours

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

Mullica Hill Branch Equipment

19 tables (6' x 3')   125 chairs   Wooden Lectern with Microphone
TV/DVD **(Room B only)**   Screen
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
** Open Saturdays 10am – 2pm Memorial Day through Labor Day

Swedesboro Branch Equipment

6 Tables (6' x 3')   40 chairs

Swedesboro Branch Hours

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

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GCLC Commission on February 24, 2016.

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 --

Glassboro Branch
Meeting Room   40 people

Greenwich 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 Branch
Meeting Room A – 40 people   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

Swedesboro Branch
Meeting Room   40 people

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.

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9. Library staff is not available to run equipment or explain the operation of 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 Swedesboro Branch 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 statement 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 personal computers are 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 all of the branches with the **exception of the Swedesboro Branch** for the preparation of light refreshments. Permission to use the kitchen must be granted through the application process. As per the New Jersey Uniform Fire Code, the stove may not be used in a manner that will produce grease-laden vapors. All supplies must be brought by the organization. Supplies found in the kitchen are Library property and may not be used.

17. Food and beverages may be served in a meeting room only. If refreshments are served during meeting, please wipe tables; pick up any left over 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.

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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 _____

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Name of Organization _____

Address _____

Daytime Phone (   )_____   Evening Phone (   )_____

Fax Number (   )_____   E-Mail_____

Purpose of Meeting _____   Approximate Attendance_____

Glassboro Branch
Check One: [ ] Meeting Room   capacity 40

Greenwich Branch
[ ] Meeting Room #1   chairs only   45; with tables 30
[ ] Meeting Room #2   chairs only   80; with tables 50
[ ] Meeting Rooms #1 & 2   chairs only 125; with tables 80

Logan Branch
[ ] Meeting Room A – capacity 40   [ ] Meeting Room B – capacity 8

Mullica Hill Branch
[ ] Meeting Room A   chairs only   60; with tables 40
[ ] Meeting Room B   chairs only   75; with tables 45
[ ] Meeting Room A & B   chairs only 135; with tables 85
[ ] Meeting Room C   capacity 12

Swedesboro Branch
[ ] Meeting Room   capacity 40

Meeting Date(s) _____   Reservation Begins _____
                                                                        Include Set-up time, if needed

Meeting Begins _____   Reservation Ends _____
                                                                        Include Clean-up time, if needed

Please list the equipment you would like to use at your meeting. See the attached Meeting Room Policy and Regulations for equipment that is available at each branch.

Equipment:_____

_____

Do you plan to serve refreshments?   Yes _____   No _____
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 _____