

Study & Conference Rooms Policy

The library's mission is to provide optimum service to the Pennsauken community. The main purpose of the library's study rooms and conference room is to support library programs, community helpers, and provide space for small discussion and private study.

To ensure the rooms are available to all members of our community and to ensure they remain clean and functional, the Pennsauken Free Public Library Board of Trustees sets forth the following rules governing the use of the library study and conference rooms.

In the event of a conflict in usage, the following priorities shall apply:

- a) Library sponsored programs
- b) Social worker assistance
- c) Proctored exams
- d) Small group study
- e) Individual use

Reservation of Rooms and Hours Available

Use of the study and conference rooms are by reservation only; however, walk-in reservations may be available upon request. Requests for the reservation of a room for more than four (4) hours is subject to approval by the Library Director or their designee.

Please book reservations during the library's operating hours. No reservations are guaranteed until verified by library staff. The library reserves the right to cancel study and conference room reservations. A patron may reserve a study or conference room up to seven (7) days in advance.

Room bookings are for continuous blocks of time only. That is, a one-hour room reservation cannot be split into two blocks, such as 1:00 to 1:30 and 2:00 to 2:30.

The Library may limit the number of weekly room reservations to help ensure equity and access to the entire community.

Study and conference rooms may be reserved in person or via telephone during library operating hours. Responsibility for the room lies with the patron who reserves the room. For questions or assistance in booking or canceling study or conference room reservations, please contact the circulation desk at 856-665-5959, ext.3

A person must be at least 14 years of age to occupy a study or conference room. Patrons younger than 14 must have an adult 18 years of age or older present in the study or conference rooms at all times during use.

The reservation start time is firm. If the patron does not arrive within 15 minutes of the scheduled time, the time will be made available for other patrons. If a patron is more

than 15 minutes late, the reserved room is available for use by walk-in patrons. The walk-in patron has the right to use the room even if the late reservation-holder arrives later.

The library is to be notified in a timely manner if patron is unable to arrive on time or no longer needs the use of the study or conference room. Repeated failure to notify the library of a cancellation may result in loss of study and conference room privileges.

If the room is vacated prior to the reservation's end time, the remaining time will be made available for other users.

Room Details

Study rooms

Large study room on the 1st floor can accommodate up to 8 people maximum.

Three study rooms on the 3rd floor can accommodate up to 5 people maximum.

Study rooms have tables to accommodate maximum usage.

Conference room has a large table and can accommodate 12 people maximum.

All rooms have access to the library's free wireless internet access and a monitor.

Rules of Use

- a) The rooms may not be used for any meeting which has excess noise or physical activities which may disturb other people in the library.
- b) All persons using the rooms must abide by the Library's < [Rules of Conduct](#) > as posted in the library. Failure to abide by the policies and rules established for the study and conference rooms and the Library's Rule of Conduct will result in suspension or termination of an individual's library use privileges.
- c) No smoking, vaping or food are permitted. Non-alcoholic beverage consumption is permitted if from a closed container.
- d) Furniture may not be brought into or removed from a study or conference room without approval from library staff.
- e) The library will not provide storage for patrons using the study or conference rooms.
 - 1. The library shall not be responsible or liable for lost, stolen, or damaged private materials or equipment left in study or conference rooms.
 - 2. Items left behind will be placed in the lost and found on the first floor.
 - 3. Patrons who need to leave the library during their reserved time can reschedule their reservation.

- f) Study and conference rooms are available during library hours of operation. Individuals or groups must be out of the rooms **15** minutes prior to closing time.
- g) Patrons reserving rooms assume responsibility for the state of the room. The room is to be left clean with any trash generated placed in waste containers.
- h) Patrons shall not use the library phone number as a contact number, nor shall groups or individuals use the library as a mailing address.
- i) In order to provide as much access to the study and conference rooms as possible, use of study or conference rooms as a place to conduct regular business or as a place to hold office hours, is prohibited.

Charges and Fees

- a) Use of the library study and conference rooms is free of charge provided this policy is followed.
- b) If the reserved room is damaged beyond normal wear and tear, the library will bill the users for repair or replacement costs. The library is the sole determinant of whether damaged furnishings or equipment can be repaired or must be replaced. The library will make all the arrangements for repairs to walls, floors, furniture, etc.
- c) If any library equipment is missing after a room has been used, the library will bill the users of the room for the cost(s) of replacement.
- d) For any of the above instances, future usage is at the discretion of the Library Director or designee, but only after these charges have been paid.

Approved by Board of Trustees: June 23, 2025