

Community Meeting Spaces Policy

The library's mission is to provide optimum service to the Pennsauken community. The purpose of the library's meeting spaces is to support library programs and activities and to provide meeting spaces to accommodate the community's need for a place to assemble.

The library cannot and does not endorse or affirm the philosophy, political, religious or other ideology of any group or organization utilizing the spaces. As such, the library excludes the use of its facilities for political rallies, religious services, or other activities as directed by the Director and/or the Library Board of Trustees.

Discrimination on the basis of race, color, national origin, sex, religion, sexual orientation, age, or disability in the provision of services is unlawful and not allowed.

It is understood that all meetings held in these spaces shall be open to the public, unless restrictions are approved in advance by the Library Director.

The library provides the following community meeting spaces:

- A. Program Room 1 (maximum standing room capacity of 60 persons)
- B. Program Room 2 (maximum standing room capacity of 49 persons)
- C. Technology Lab (maximum standing room capacity of 30 persons)
- D. Cultural Center (maximum standing room capacity of 220 persons)

Use of these meeting spaces must meet these qualifications:

1. The community meeting spaces are available for use by the community for any public function of an educational, cultural or civic nature.
 - a) The library does not charge any fees for use of these spaces
 - b) Anyone using any space shall be prohibited from charging any fee for admission, from soliciting donations, or from selling any items for profit or charity at any activity in the spaces.
 - c) The Friends of the Pennsauken Free Public Library is the only group that may use the meeting spaces for an activity to raise funds that will directly benefit the library.
 - d) The meeting spaces are for the use of groups or organizations providing that they are not utilized for "for profit" purposes. Community meeting spaces are not for the benefit of private individuals or commercial concerns.
 - e) It is understood that all meetings held in these spaces shall be open to the public, unless restrictions are approved in advance by the Library Director or their designee.
2. The Pennsauken Free Public Library shall make no judgement of the objective of any group or program not sponsored by the library.
 - a) The Director or their designee will consider requests to use spaces providing that the purpose of using the meeting space is educational, cultural or civic in nature.
 - b) The meeting spaces may be used by:
 - any library-related group
 - any Pennsauken Township department for the benefit of Township residents
 - any group formally organized within the Township for the benefit of Township residents
 - c) In the event of a conflict in scheduling, the following priorities shall apply: (a) library sponsored programs, (b) library-related groups, (c) educational programs and (d) cultural/civic programs.

- d) Exceptions may apply to the above priorities with respect to space shared with the Township.
3. A Pennsauken resident in good standing with a current library card, who is a representative of the group, must make a request for use of a space on the Community Meeting Spaces Application form. The applicant must be present at all the approved functions of the group. If the person is unable to attend, the library must be notified.
- a) Applications will be approved or denied by the Director or by their designee.
 - b) Applications for use shall be made at least 1 month prior to the date of the proposed meeting.
 - c) Groups who wish to use a space on a monthly basis may request use of one of the meeting spaces for up to 6 months. The reservation for a specific space is not guaranteed.
 - d) Any group denied use of a space may request a review of the decision to the Board of Trustees at their next regularly scheduled meeting.
 - e) The Director will refer questionable applications to the Trustees for interpretation or exception as the occasion arises.
4. Community Meeting Spaces available for reservations includes the following:
- a) **Program Room 1**
 - Tables and chairs
 - Monitor
 - Microphone
 - Kitchenette
 - b) **Program Room 2**
 - Tables and chairs
 - Monitor available
 - c) **Technology Lab**
 - Tables and chairs
 - Monitors
 - d) **Cultural Center**
 - Tables and chairs
 - Projection Screen
 - Monitors
 - Kitchen
5. Any group using a meeting space will be responsible for setting up the space according to its own needs. Library staff will bear no responsibility.
- a) The group using the space must restore the furniture and the room to the order in which it was found. The library will provide a limited number of tables and chairs, as are available in the space.
 - b) The library may provide additional equipment. See checklist on the [Community Meeting Space Application](#).
6. At least one adult (21 or over) must be present at all times for all activities in any meeting space and/or in the library for every ten (10) children.
7. Refreshments may be served with advance permission of the Director.
- a) Kitchenette usage in Program Room 1 must be preapproved on the Meeting Space application.
 - User must supply all paper goods, utensils, and clean-up supplies.

- The Library will supply a mop, broom & dustpan, and trash receptacles
 - A staff member will inspect the kitchenette before and after use.
 - Alcohol is not permitted
 - A cleaning fee will be assessed if the premises are not left in the original condition
 - If any equipment or other library property is missing or damaged after the room has been used, the library will bill the users for the cost(s) of repair or replacement.
- b) Kitchen usage in the Cultural Center must be preapproved on the Meeting Space Application
- User must supply all paper goods, utensils and clean-up supplies.
 - The Library will supply a mop, broom & dustpan and trash receptacles
 - A staff member will inspect the kitchen before and after use.
 - Alcohol is not permitted.
 - A cleaning fee will be assessed if the premises are not left in the original condition
 - If any equipment or other library property is missing or damaged after the room has been used, the library will bill the users for the cost(s) of repair or replacement.
8. Cancellation
- a) The library reserves the right to cancel a meeting one month in advance for the purpose of a library program.
- b) Cancellation by the group must be made three days prior to the scheduled event by notifying the Director or their designee to open the space for use by another group.
- c) The Director or their designee reserves the right to deny any meeting space use to groups that fail to notify the library of cancellations or groups that frequently cancel meetings.
9. The library is not responsible for lost or stolen articles. Items left behind will be placed in the lost and found on the first floor.
10. Scotch tape, tacks, pushpins or nails are not to be placed on doors, walls, or furniture in any of the meeting spaces.
11. Printed materials may not be distributed outside the meeting without the Director's permission. Requests for permission to display exhibits or literature must be made to the Director in advance (see [Exhibit Policy](#)).
12. All meeting spaces must be vacated and straightened up at least fifteen (15) minutes before library closing. Meetings may not be scheduled before or after library hours. Exceptions may be granted by the Director or their designee with proper notice on the Community Meeting Space Application.
13. All publicity must indicate the name of the group sponsoring the event.
- a) The library must not be identified as a sponsor or be responsible for publicity about the program.
- b) The name and address of the Pennsauken Free Public Library may not be used as the official address for any group using the meeting space.
- c) The phone number of the Pennsauken Free Public Library may not be used as the official phone number for any group using the meeting space.
- d) **All publicity must state: "Pennsauken Free Public Library does not endorse the policies, beliefs, or activities of the sponsoring group."**

14. Groups are subject to copyright law in their use of film, video, music and other media.
15. Rules of Conduct
 - a) Meeting spaces may not be used for any meeting which has noise or physical activities which may disturb other people in the library.
 - b) All groups using any meeting space must abide by the library's [Rules of Conduct](#) as posted in the library.
16. Please attach a 'Certificate of Insurance' with the Pennsauken Free Public Library listed on said document if the organization is in possession of such a document. Otherwise, the organization will have agreed to the 'Hold Harmless Agreement' provision which is included in the text of the attached Application Form.

Waiver of Regulations

Exceptions from specific regulations of the policy may be authorized in writing for the Friends of the Pennsauken Free Public Library, all Boards and Agencies of the Township of Pennsauken and on behalf of the Township of Pennsauken, and the Pennsauken Free Public Library Staff.

Approved by the Board of Trustees: Monday, August 25, 2025