



## USE OF THE AUDITORIUM

The Burlington County Library Auditorium is used primarily for library programs and events. When a library program is not scheduled, the auditorium is available on a rental basis to organizations that further the educational, cultural or civic needs of the county. Completion of a Auditorium Use Application, provision of insurance certification, a copy of the organization's by-laws or written guidelines outlining the organizations mission and deposit are required to book the Auditorium.

### OUR VENUE AND SERVICES INCLUDE

The Burlington County Library Auditorium is a 254 seat facility with 6 additional ADA compliant seating areas.

Stage Size: 65' x 21'

Lighting - Light bar, stage lights, 2 motorized multi-colored spot lights

#### Sound Equipment

- Sound board, wired and wireless microphones
- Surround sound speakers

#### Other equipment

- Projection equipment - DVD, Blu-Ray, HDMI, VGA formats
- Motorized screen (16' x 28')

#### Two Dressing rooms with connecting rest room

- Speakers/monitors
- Large mirrors and sinks

Library staff available for basic lighting and sound needs. Including:

- Basic microphone set up
- Running of DVD, Blu-Ray player with screen
- Hook up of computer with screen

For professional sound and light requirements (additional fee required) see list of approved sound and light companies.

1. Late Nite Sound Co. LLC  
Bruce Gill  
610-909-4874



## USE OF THE AUDITORIUM

### GUIDELINES FOR USE OF THE AUDITORIUM

The Burlington County Board of Chosen Freeholders (hereinafter, the “Board”) and the Burlington County Library Commission (hereinafter, the “Commission”) have adopted the following guidelines for auditorium use by those organizations or corporations not under their jurisdiction.

1. Groups may charge for admission or membership dues, or supplies.
2. No implication that an organization or program is sponsored or approved by the Board or Commission is permitted. The library does not endorse the views expressed by any group using its auditorium. The disclaimer is posted outside the Library auditorium. The library, however, does endorse the right of groups to express their views as long as they follow the Rules of Conduct of the library and engage in civil disclosure.
3. The library must review all publicity before it is distributed to the public, and publicity should clearly indicate the name of sponsoring organization or group.
4. Organizations/corporations not sponsored, controlled or regulated by the County of Burlington are required to provide at their own cost the following insurance to the County of Burlington which insurance shall be evidenced by certificates. Each certificate shall require that thirty (30) days prior to cancellation or material change in the policies, notice thereof shall be given to the Owner for all of the following stated insurance policies. All such notices shall name the organization and identify the location, and provide the specific date of the activities. Certificates of insurance shall be delivered to the County Library prior to the commencement of the event. All certificates of insurance shall state that the County of Burlington is included as “additional insured” as respects operations conducted on their premises.

General Liability	\$1,000,000 per occurrence and \$2,000,000 aggregate
Auto Liability	\$1,000,000 CSL
Workers Compensation	Statutory
Employers Liability	\$500,000 each accident for bodily injury by accident; \$500,000 each employee for bodily injury by disease, \$500,000 policy limit for bodily injury by disease.

Guest behavior cannot offend other customers or be abusive to other customers, staff or performers. Library staff reserve the right to remove customers whose behavior impinges on the ability of our other guests to enjoy the event. Please notify staff or security immediately if any such problem occurs.

### APPLICATION PROCESS

All organizations/corporations wishing to use the auditorium must complete an application which can be obtained at the County Library or downloaded from the library’s website at least TWO MONTHS in advance of the requested use.



## USE OF THE AUDITORIUM

### RENTAL FEES AND REQUIREMENTS

The Commission has established user fees for the Auditorium to cover the cost of utilities, staff, maintenance and other related expenses.

**Fee Schedule:** 4 or 8-hour rental period

	4 hours	20% deposit	8 hours	20% deposit
Charitable Organizations (Must show proof of non-profit status)	\$375	\$75	\$750	\$150
Burlington County Businesses and Organizations	\$500	\$100	\$1,000	\$200
Out-of-County Businesses and Organizations	\$625	\$125	\$1,250	\$250

*Changes to rental fees can be made at the discretion of the Commission.*

- Rental is for a 4 or 8-hour designated period of time and includes setup, and breakdown times.
- Rental hours must be during normal business hours (exceptions can be made at the discretion of the Commission). Events and cleanup must be concluded and premises vacated by 11pm; No exceptions.
- A 20% non-refundable deposit is due at the time the event is scheduled. The balance is due 7 business days prior to the day of the event.

### DEPOSIT AND PAYMENT

- Reservation will be approved and confirmed upon the receipt of the non-refundable 20% deposit.
- Application must be signed by the program department prior to making deposit payment.
- Forms of payment accepted: Visa, Mastercard, and personal check.
- Payment in full is due 7 business days prior to event.

### DENIAL OF AUDITORIUM PRIVILEGES

Businesses or organizations will be denied the use of the auditorium if that use poses a potential disturbance to the normal operation of the library, e.g., excessive noise, a safety hazard, or a significant security risk. The Library Director or his/her representative may also deny the use of the auditorium to groups that violate the code of conduct.

### ADVERTISEMENT

Publicity, signs or notices may be posted and advertisements distributed for the event with approval by the library director.

### FOOD AND REFRESHMENT

Food and refreshments are available from the library café. To make special arrangements please contact the café manager. The consumption of alcoholic beverages is prohibited and food and refreshments are not permitted in the auditorium.

### SMOKING

Smoking is not permitted in the library facility or within 25 feet of the library.