



Burlington County Library System
5 Pioneer Boulevard, Westampton, NJ 08060
Phone: 609-267-9660 | Fax: 609-267-4091
www.bcls.lib.nj.us



MEETING ROOM POLICY

The meeting rooms of the Burlington County Library System are used for library programs and events. When a library program is not scheduled, the rooms are available for educational, cultural, community or civic purposes to any organization within Burlington County. The rooms may not be used for commercial, political, private, or purely social events.

Groups are responsible for setting up tables and chairs prior to the meeting. Groups are also responsible for clean-up after the meeting. The library's audio/visual equipment is available for use by applicants. Please make arrangements with the contact person listed below, at the time of confirmation of the room application to reserve the requested equipment.

The room must be vacated 15 minutes prior to the library's normal closing time.

SMALL STUDY ROOMS

Small study rooms can be reserved for a maximum of 4 hours per day, two times per week, up to one month in advance. When not occupied, the rooms are available for walk-in use. The rooms cannot be used for for-profit activities. If the reserver has not arrived within the first 15 minutes of the reservation, the room will become available to other customers.

- Room occupancies vary by location
- Food and uncovered beverages are prohibited in the rooms.

COMMUNITY MEETING ROOMS

Room availability varies based on the branch's schedule of library programs and library-sponsored events. Room capacity varies by location from 20 – 150 seats. Tables, chairs and other amenities are available upon request. Please see specific branch for room specifications. Reservation forms are available on-line and from each branch.

Use by organizations of the County Library or branch meeting space is considered a public accommodation under the Americans with Disabilities Act (ADA), and therefore the organization is responsible for providing auxiliary aids and services in compliance with the ADA.





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RESERVATIONS

- Applications for use of a meeting space are available at the library or on-line at www.bcls.lib.nj.us.
- Applications may be submitted in person at location of preference or emailed at least ONE MONTH in advance to the branch manager of each location.
- Last minute accommodations may be considered if the room is available.
- Groups are requested to limit their programs to one meeting per month.
- A representative from the organization must conduct and monitor the event.
- Content of the program should not differ from the original proposal.
- For attendance greater than 50, an announcement should be made indicating the locations of all exits.
- The organization is responsible for damage to library property.
- The organization is responsible for set up, break-down, and clean-up of the room.
- Events and clean-up will be completed and room vacated 15 minutes prior to closing.
- Library staff cannot handle, or sell, event merchandise or materials.

Location	Community Meeting Room capacity		Small Meeting Rooms (Y/N) #		Phone number	Contact
Headquarters	2 @ 45	150	Y	2	609-267-9660	Program-coordinator
Bordentown	48		Y	1	609-298-0622	Suzi Freedman
Cinnaminson	50		N	0	856-829-9340	Eileen Rauth
Evesham	45		Y	3	856-983-1444	Sue Szymanik
Maple Shade	50		Y	1	856-779-9767	Dana Nicklas
Pemberton	120		Y	3	609-893-8262	Nancy Breece
Pinelands-Medford	20		N	0	609-654-6113	Wei Cui
Riverton	20		N	0	856-829-2476	Michael Robinson



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INDEMNITY AGREEMENT

This agreement is made this ____ day of _____ 20__ by and between _____ having its offices and place of business at _____ (hereinafter referred to as "Occupant") and the Burlington County Library and the County of Burlington.

In consideration of the mutual covenants contained herein and other valuable considerations, it is agreed by and between the parties as follows:

1. **Use and Occupancy.** County of Burlington and the Burlington County Library agrees to permit Occupant to use and occupy the insured's premises located at _____, _____, NJ _____, Room ____, Township of _____, Burlington County, New Jersey, on _____, 20__, for the purposes of _____,

_____ on condition that Occupant hold the County of Burlington and the Burlington County Library harmless from any loss, damage, or liability that they may suffer arising out of or in any way connected with the Occupant's use and occupancy of the facilities set forth above.

Indemnification.

Occupant shall defend, indemnify, protect, save, and hold harmless the County of Burlington, its officers, agents, and employees from any and all liability, claims, fines, suits, losses, demands, actions, damages, and costs of any kind and nature, arising or claimed to arise through any fault, failure, negligence, or responsibility of the Occupant, its agents, officers, employees, invitees or guests, in connection with Occupant's use and occupancy of the facilities set forth above, including, but not limited to, the cost of investigation, court costs, reasonable counsel fees, settlements, judgments, or otherwise.



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INDIVIDUAL USE INDEMNITY AGREEMENT

This agreement is made this _____ day of _____ 20____ by and between _____ having its offices and place of business at _____ (hereinafter referred to as "Occupant") and the County of Burlington and the Burlington County Library.

In consideration of the mutual covenants contained herein and other valuable considerations, it is agreed by and between the parties as follows:

1. **Use and Occupancy.** The County of Burlington and the Burlington County Library agrees to permit Occupant to use and occupy the insured's premises located at _____, Room _____, Township of _____, Burlington County, New Jersey, on _____, 20____, for the purposes of _____, on condition that the Occupant hold the County of Burlington and the Burlington County Library harmless from any loss, damage, or liability that they may suffer arising out of or in any way connected with the Occupant's use and occupancy of the facilities set forth above.

Indemnification: Occupant shall defend, indemnify, protect, save, and hold harmless the County of Burlington and the Burlington County Library, its officers, agents, and employees from any and all liability, claims, fines, suits, losses, demands, actions, damages, and costs of any kind and nature, arising or claimed to arise through any fault, failure, negligence, or responsibility of the Occupant, its agents, officers, employees, invitees or guests, in connection with Occupant's use and occupancy of the facilities set forth above, including, but not limited to, the cost of investigation, court costs, reasonable counsel fees, settlements, judgments, or otherwise.

HOMEOWNERS COVERAGE	
POLICY HOLDER:	_____
POLICY #:	_____
EFFECTIVE DATE:	_____ EXPIRATION DATE: _____
INSURANCE COMPANY:	_____
POLICY HOLDER'S SIGNATURE:	_____