

## PUBLIC ROOM RENTALS

The Burlington County Library System features public rooms that are intended as public gathering spaces used primarily for library programs and events. When library programs are not scheduled, these rooms are available on a rental basis to organizations that further the educational, cultural or civic needs of the county. Exceptions may be made at the discretion of the Library Director/Representative.

### REQUIREMENTS for Rental of Rooms:

- Auditorium rentals are to be made two months, but not longer than four months, in advance.
- Meeting room rentals are to be made two weeks, but no longer than four months, in advance.
- Customers may reserve the space **six times** per calendar year.
- Rentals are first come, first served and are **confirmed only** when the following are provided:
  - Application confirmed.
  - Proof of insurance certification.
  - Proof of non-profit status if required.
  - Meeting room rentals do not require deposits or security fees.
  - **Balance paid in full seven days prior to event**
  - Auditorium rental only:
    - Refundable security deposit of \$250 for non-profits and \$300 for business organizations (must be paid in cash or check).
    - Separate rental deposit of 20 percent and balance may be paid with Visa, MasterCard, personal check or cash.

### GUIDELINES FOR USE OF PUBLIC ROOMS

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

1. Permission to use a public room does not, in any way, constitute an endorsement by the Board, Commission or Library of the aims, principles, policies or programs of any organization or group, nor can sponsorship be implied.
2. Renters are responsible for all damage to property resulting directly or indirectly from the conduct of any persons in attendance at your event. The Board, Commission and the Library assume no responsibility for any property placed in or used in the public space.

3. 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 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.

<b>General Liability</b>	\$1,000,000 per occurrence and \$2,000,000 aggregate
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4. A representative from the organization must conduct and monitor the event.
5. The organization is responsible for set up, break-down and clean-up of the room.
6. Inquire with local BCLS representative about food and technology needs.
7. Events and clean-up will be completed and room vacated fifteen minutes prior to closing.
8. Rental time hours must be during normal business hours or on Saturdays until 11pm (*Auditorium only*).
9. Your rental time must include your set up and clean-up time. Renters will not be permitted into the rental space prior to their rental time.
10. Businesses or organizations will be denied the use of library public space if:
  - a. 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.
  - b. The stated content of the program differs from actual event.
11. The Library Director or representative may also deny the use of public rental space to groups that violate the customer code of conduct, or deny future use for damage or non-compliance with the Public Space Rental policies.
12. **Rental balance is due in full 7 days prior to the event. If balance is not paid, BCLS has the right to cancel your event and your 20 percent deposit will not be refunded. Security deposit will be returned in a timely fashion.**

## BURLINGTON COUNTY LIBRARY AUDITORIUM RENTAL FEES:

The Commission has established user fees for the auditorium to cover the cost of utilities, staff, maintenance and other related expenses. Changes to rental fees can be made at the discretion of the Commission.

- **Rental balance is due in full 7 days prior to the event.**  
**If balance is not paid, BCLS has the right to cancel your event and your 20 percent deposit will not be refunded. Security deposit will be returned in a timely fashion as long as:**
  - There is no damage to the equipment, to the auditorium, building or grounds of the library, and the auditorium is left clean and tidy.
- **Rental time does not run over and the auditorium is exited on time, within 15 minutes.**

	Refundable Security Deposit	4 Hour Minimum	20 Percent Deposit	Hourly Rates	Premium Rates: Saturday 5 - 11pm
<b>Charitable Organizations</b> (Must show proof of non-profit status)	\$250	\$450	\$90	\$125	\$200
<b>Burlington County Businesses and Organizations</b>	\$300	\$575	\$115	\$150	\$225
Four hour minimum, then hourly rates apply for normal business hours. Two hour minimum for premium business hours. Saturday renters may either rent between the hours of 9am-5pm or 5pm-11pm.					

## BURLINGTON COUNTY LIBRARY MEETING ROOM RENTAL FEES

	Non-Profits	Business
<b>Meeting Room A or B</b>	Three free rentals, maximum three hours per rental. Thereafter, \$40 per rental. Six maximum per calendar year including the three free.	3 Hours \$40
<b>Meeting Room A and B</b>	Three free rentals, maximum three hours per rental. Thereafter, \$75 per rental. Six maximum per calendar year including the three free.	3 Hours \$75
<b>Exhibit Table</b>	\$50	\$50

### 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 customer has not arrived within the first 15 minutes of the reservation, the room will become available to other customers.

### MEETING ROOMS AT ALL LOCATIONS

Location	Community Meeting Room Capacity		Small Meeting Rooms		Phone Number	Contact
			(Y/N)	#		
<a href="#">Burlington County Library Auditorium</a>	250		Y	2	(609) 267-9660	<a href="#">Program Coordinator</a>
<a href="#">Burlington County Library Meeting Room</a>	45	45				
<a href="#">Bordentown</a>	48		Y	1	(609) 298-0622	<a href="#">Suzi Freedman</a>
<a href="#">Cinnaminson</a>	50		N	0	(856) 829-9340	<a href="#">Eileen Rauth</a>
<a href="#">Evesham</a>	45		Y	3	(856) 983-1444	<a href="#">Sue Syzmanik</a>
<a href="#">Maple Shade</a>	50		Y	1	(856) 779-9767	<a href="#">Dana Nicklas</a>
<a href="#">Pemberton</a>	120		Y	2	(609) 893-8262	<a href="#">Paula Manzella</a>
<a href="#">Pinelands</a>	20		N	0	(609) 654-6113	<a href="#">Wei Cui</a>
<a href="#">Riverton</a>	20		N	0	(856) 829-2476	<a href="#">Nancy Fort</a>