

USE of LIBRARY and MEETING SPACES POLICIES and GUIDELINES

The Burlington County Library System offers meeting spaces intended as gathering spaces used primarily for library programs and events. When a library program is not scheduled, these rooms are available to organizations that further the educational, cultural or civic needs of the county. The Burlington County Library Auditorium and meeting rooms are available on a rental basis. Community meeting rooms at branches are free of charge to local organizations. Study rooms at all locations are available to individuals or small groups for meetings or quiet workspaces free of charge.

- Reservations are first come, first served and are confirmed upon providing the following:
 - Proof of insurance
 - Proof of non-profit status, if required (those groups possessing a valid 501c3)
 - Completed indemnity form
 - Completed W-9 form (if required)
 - Rental payment (if required)

General Guidelines

The Burlington County Library Commission (hereinafter, the “Commission”) and the Burlington County Library System (hereinafter, the “Library”) 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 Library assume no responsibility for any property placed in or used in the public space.
3. Organizations not sponsored, controlled or regulated by County of Burlington are required to provide the County, at their own cost, the following insurance. This 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

of 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 and completed W-9 forms shall be delivered to the Burlington 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 respected operations conducted on their premises.

General Liability	\$1,000,000 per occurrence and \$2,000,000 aggregate
Workers Compensation	Statutory

4. A representative from the organization must conduct and monitor the designated use of the space.
5. A representative from the organization must inquire with the Library about food, set up and technology specifications. Under limited exceptions, the service of food and beverages is permitted and must first be approved by appropriate library personnel. Should service be approved, electric appliances, cooking appliances, warmers, and open flame are strictly prohibited. Attendees of programs providing food or beverages must sign an attendance waiver, provided by the Library. Additionally, all laws and regulations regarding safe food and beverage handling must be observed.
6. Rooms must be left clean and vacated 15 minutes prior to closing.
7. Your rental time must include your set up and clean up time.
8. Alcoholic beverages in any form are not to be brought, served or consumed on or in the library building or grounds.
9. Organizations will be denied the use of the library public space 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, or the stated content of the program differs from actual event. 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 these stated policies.



Indemnification

The Renter will protect, defend, indemnify and hold harmless the County of Burlington and the Burlington County Library System from and against any and all losses, penalties, damages, settlements, cost, charges, professional fees or other expenses or liabilities arising out of or resulting from the organization's or event participants' use of the meeting space or activities undertaken therein provided that any such claims, damages, loss or expense is attributable to bodily injury, sickness, disease or death or to injury to or destruction of the tangible property including the loss of the use such property resulting therefrom; and is caused in whole or in part by any negligent or willful act or omission of the organization, its employees, officers, principals, representatives, agents or event participants, its subcontractors or any Sub-subcontractor under Workmen's Compensation Acts, Disability Benefits Actor other Employee Benefits Acts.

Use of Study Rooms, All Locations

Small Study Rooms can be reserved for a maximum of four 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 (such as paid tutoring services). If the customer has not arrived within the first 15 minutes of the reservation, the room will become available to other customers.

Use of Meeting Rooms, Burlington County Library, Westampton

The Burlington County Library offers two Meeting Rooms (A&B) that are available to rent either individually or together depending on space needs. Rental requirements include:

- Reservations should be made a minimum of two weeks in advance.
- Organizations may reserve library space a maximum of six times per calendar year.
- Meeting room rentals require a nonrefundable security deposit of \$20. Reservation deposits are transferable to a reservation on a future date, but will not be refunded upon cancellation.
- Rental balance is due within 5 business days of reservation approval. If balance is not paid, the Library has the right to cancel the event.



MEETING ROOM FEE SCHEDULE (for 3 hours)			
Room(s)	Government entities and charitable non-profit 501c3	Businesses, tax exempt or other organizations	Nonrefundable security deposit
Meeting Room A - OR - B	3 hours free, 3 times per year. Thereafter, \$50 per rental. 6 rentals maximum per calendar year including 3 free.	\$75 Including limited audio/visual	\$20
Meeting Rooms A - AND - B	3 hours free, 2 times per year. Thereafter, \$90 per rental. 6 rentals maximum per calendar year including 3 free.	\$100 Including limited audio/visual	\$20

Use of Meeting Rooms, Branches of BCLS

Community Meeting Rooms are available at most branches of the Burlington County Library System. These rooms are available at no charge and are intended for use by local organizations that further the educational, cultural or civic needs of the community. Contact your local branch for reservation guidelines.

Use of Auditorium, Burlington County Library, Westampton

The Auditorium at the Burlington County Library in Westampton seats up to 250 guests; features a stage, lights, limited A/V and loading entrance. Rental requirements include:

- Reservations should be made two months in advance.
- Organizations may reserve library space a maximum of six times per calendar year.
- Auditorium rentals require a refundable security deposit of \$300 which is required two days prior to the event.
- The Library requires a separate rental deposit of 20% (of the total rental fee). Deposits are not refundable.
- Rental balance is due in full 21 days prior to the event. If balance is not paid, the Library



has the right to cancel your event and your 20% deposit will not be refunded.
A completed W-9 form is required to process the refund.

- All payments may be made by check or money order, payable to:
The Burlington County Library System
- 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
- The space is left clean and tidy.
- The space is vacated within 15 minutes of end time.

AUDITORIUM FEE SCHEDULE			
Group Classification	During regular business hours (4 hour minimum)	Before and after business hours surcharge	Refundable security deposit
Government entities and charitable non-profit 501c3	\$475 for the first 4 hours. \$95 for each additional hour during regular business hours. Date deposit and security deposit required.	\$200 per hour	\$300
Businesses, tax exempt or other organizations	\$600 for the first 4 hours. \$95 for each additional hour during regular business hours. Date deposit and security deposit required.	\$250 per hour	\$300
Basic sound and lighting assistance is included in the rental fee. Audio/visual requests beyond this may incur an additional fee.			

