

**APPLICATION FOR COMMUNITY ROOM
CAMDEN FREE PUBLIC LIBRARY**

**418 Federal Street
Camden, NJ 08103
Telephone: (856) 757-7640
Fax: (856) 963-2875**

**RULES AND REGULATIONS OF THE CAMDEN FREE PUBLIC
LIBRARY MEETING ROOMS AND AUDITORIUM**

General Principles

The Camden Free Public Library's auditorium and meeting rooms are available free of charge, for public gatherings of a civic, cultural or educational nature, but not for money raising, commercial purposes or for controversial matters or when, in the judgement of the Director, any disorder is likely to occur.

Established nonpartisan organizations, which do not endorse individual candidates or parties, may be allowed, with the approval of the Director, to conduct meetings in the Library at which the candidates will discuss current election issues. All candidates for the same office are to be invited and a majority of such candidates are to appear on the program.

- ANY GOUPS THAT DO NOT ADHERE TO THE FOLLOWING RULES AND REGULATIONS WILL BE DENIED FURTHER USE OF THE LIBRARY MEETING ROOM FACILITIES.
- APPLICATIONS FOR THE MEETING ROOM MUST BE FILED AT LEAST THREE (3) DAYS IN ADVANCE.
- DO NOT PUBLIZE PROGRAMS IN ANY WAY UNTIL THE DIRECTOR HAS GRANTED APPROVAL OF THE ROOM.

1. Library Programs receive first priority in scheduling auditorium and meeting rooms.
2. No admissions fee may be charged nor may a collection be taken during programs.
3. Neither the name nor the address of the CAMDEN FREE PUBLIC LIBRARY may be used as the official address or headquarters of an organization.
4. The fact that a group is permitted to meet at the Camden Free Public Library does not in any way constitute an endorsement of the group, policies or beliefs.
5. The auditorium and meeting rooms are available ONLY during the Hours the library is open to the public*.
6. Organizations are to provide and operate their own projectors and any other audio-visual equipment.

7. Organizations holding meetings assume full responsibility for any damage to the room or contents.
8. Equipment requiring voltage other than 110 Volts will not be permitted.
9. Each group is responsible for cleaning up the auditorium and kitchenette after use and will be fully responsible for the replacement of lost or damaged equipment.
10. No additional furniture or equipment is to be used without library approval.
11. The room must be cleared of all the above-mentioned furniture and equipment at the end of the meeting.
12. Children's groups may use the auditorium with proper adult supervision (18 years or older.)
13. **NO SMOKING IS PERMITTED ON THE LIBRARY PREMISIS.**
14. The Library emergency closing number during inclement weather is #614.

Attendance is limited to the following:

Auditorium 50 persons (light refreshments allowed)

Primas Room 10 persons (light refreshments allowed)

Library Hours: Monday – Thursday 9:00 AM – 8:00 PM
 Friday & Saturday 9:00 AM – 5:00 PM
 Sunday CLOSED

***NOTE: ROOMS ARE AVAILABLE ONLY FROM 9:00 TO HALF HOUR (30 Min.) BEFORE CLOSING (DEPENDING ON THE TIME OF CLOSING.)**

PLEASE CAR POOL; SPACE IS AVAILABLE FOR 10 VEHICLES ONLY.
(Cars or Vans ONLY, NO TRUCKS.)

**APPROVED BY
CAMDEN FREE PUBLIC LIBRARY BOARD OF TRUSTEES**

Revised: Nov. 3, 2004

CAMDEN FREE PUBLIC LIBRARY
APPLICATION FOR USE OF MEETING ROOM FACILITIES IN THE LIBRARY

DATE (Date Form filled)

NAME OF ORGANIZATION

President's Name Address Telephone Number

Purpose of Organization

Official Address of Organization Telephone Number

Applicant's Name Address Telephone Number

Approximate Number Attending Topic to be discussed

YES or NO

Guest Speaker (s) (Name (s) and Title(s))

Date of Program Time (include set-up & clean up times)

Refreshments to be served? YES / NO

I have read the provisions concerning the use of the library meeting room facilities and I agree to comply with these provisions.

Date Signature of Applicant

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DO NOT WRITE BELOW THIS LINE

Approved/Disapproved Room Assigned: _____

Comments:

Library Director