

## Meeting Room & Group Use of Library Space

1. The Meeting Room of the Haddonfield Public Library is located on the lower level of the Library, adjacent to the Children's Department. With chairs, it can comfortably hold about thirty-two people.
2. When not in use by the Library, the meeting room may be used by official government agencies or boards or by any not-for-profit, non-commercial group or organization for educational, cultural, intellectual, or charitable purposes. Preference shall be given to organizations or groups based in Haddonfield.
3. Reservations cannot be made more than 6 months in advance.
4. All meetings held in the library's meeting rooms must be open to the public.
5. The meeting room normally will be available for use only during those hours when the Library is open.
6. The Library does not charge a fee for using the meeting room and groups using the room for public meetings shall not charge a fee.
7. Each organization shall be responsible for setting up the meeting room to meet its own needs, and for returning the meeting room to its original condition at the conclusion of the meeting.
8. Requests for use of the meeting room shall be made in at least 10 days in advance through the Director or his or her designee. Special arrangements, such as the serving of refreshments, shall be made in advance through the Director.
9. Requests for permission to display exhibits or literature must be made to the Library Director or designee in advance. The organization or publisher is solely responsible for content. Signage, advertisements, exhibits and literature must not state or imply that the Library is a sponsor of the event/meeting.
10. The use of dry-erase markers on the whiteboard is prohibited. Instead, the interactive projector makes it possible to use digital markers for note taking. Library staff will provide some instruction on the use of the digital markers and projector.
11. Meeting rooms must be completely vacated 15 minutes prior to closing time or upon instruction of Library staff or alarm from any safety system in the Library.
12. The Library Director is authorized to set reasonable limits on frequency and duration of use. Generally no group or individuals may use the meeting room more than once a month. Because there is only one meeting room, the Library cannot guarantee the availability of rooms for regular monthly meetings.
13. The following are strictly prohibited: alcoholic beverages, tobacco, cannabis, e-cigarette (including all related delivery methods of liquids for vaping or aerosol inhalation, as well as the liquids themselves), cooking in the meeting room, the use of open flames or candles, wagering, gambling, or games of chance.
14. Memorial services, parties, showers, weddings, or receptions cannot be held in the library, library grounds or its meeting rooms.
15. Groups are subject to copyright law in the use of film, video, music and other media. No use of a meeting room may be broadcast or televised without the advance permission of the Library Director or designee.
16. The Library Director or designated representative is authorized to revoke or restrict Library privileges of any individual or group who fails to comply with these rules. An appeal of this decision can be made to the Library's Board of Trustees at a regularly scheduled meeting.

### Equipment List:

Tables – Six 6-foot long powered tables  
Chairs – 24 stackable chairs, 12 wheeled chairs  
Interactive projector and whiteboard with digital markers  
Laptop computer with DVD player

Adopted by the HPL Library  
Board of Trustees  
May 21, 1996

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