

REGULATIONS COVERING MEETING ROOMS IN ATLANTIC COUNTY LIBRARY SYSTEM

Meeting rooms in the Atlantic County Library System provide an opportunity for bringing together resources of the County and the activities of the community. They may be used by groups holding meetings of a civic, cultural, or educational nature.

REGULATIONS:

The following regulations must be observed in using the meeting rooms:

1. Organizations or groups authorized to use County facilities will be primarily considered to be an Atlantic County organization or group, a regional or Atlantic County chapter or branch of a state or national organization.
2. An adult age 18 or older must sign the meeting room application.
3. Meeting rooms are not available before the library opens in the morning. Check individual libraries for evening-hour accessibility.
4. All gatherings and meetings must be open to the public.
5. Future privileges, for use of any County facility by an organization or group, may be refused for infractions of any of the rules and regulations outlined in this set of regulations. The requesting organization must also abide by the rules and regulations established for the particular facility they want to use.
6. Admission fees and promotional or advertising campaigns directed at profit-making may not be conducted.
7. County government communication systems such as telephone, radio, etc. may not be used during meetings or to promote future meetings or to disseminate information to members of an organization.
8. Posting of bulletins, schedules, posters, and announcements, etc. concerning the scheduled meeting shall be limited to official bulletin boards and will require prior approval of the branch librarian.
9. All members of the organization and the audience attending a meeting must vacate the meeting room by the time shown on the meeting application form.
10. Only light refreshments may be served (i.e. coffee, punch, non-alcoholic bottled drinks) and simple snacks. The County does not furnish coffee urns, dishes or other equipment. Any rules or regulations on food service for specific buildings will be observed.
11. **SMOKING IS NOT PERMITTED IN ANY PART OF THE LIBRARY BUILDING.**
12. Organizations must provide and operate their own equipment.
13. Organizations requiring a public address system must make their own arrangements for this equipment in those facilities not possessing such equipment.
14. Library employees are not available to perform tasks or run errands for room users and no tipping of library employees is permitted.
15. Neither the name nor the address of the County building may be used as the official address or headquarters of an organization.
16. Equipment belonging to an organization or group using a County facility may not be stored in the County building between meetings.
17. Every organization or group will be responsible for room setup and for closing of windows, turning off lights, replacing of furniture as originally found and straightening up the rooms that they use in a County facility. Security of the facility will remain a County Library responsibility.
18. Organizations or groups may not normally reserve County facilities for more than one meeting per month.
19. The County Library Director may refuse the use of a County facility if it appears that the use may likely provoke or add to a public riot or a breach of the peace or create a clear and present danger to the peace and welfare of the County.
20. Groups should post notices, signs, etc. on bulletin boards where available. Do not affix items to meeting room walls.

