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## Camden-Jackson Township Public Library Community Room Policy

The Camden-Jackson Township Public Library exists to serve the educational, informational, and recreational needs of people of all ages in the community. The Library's Community Room is open to individuals and groups sponsoring programs and activities consistent with this goal. The library staff will gladly help groups make use of library resources when planning their programs. The library's Community Room is available for use by the public as provided under the following rules and regulations.

1. The Community Room will be available on equal terms to all groups in the county regardless of the individual beliefs and affiliations of their members.
2. An application needs to be filled out upon reserving the room. Groups meeting regularly need only fill out 1 application. There will be no charge for use of the Community Room except by groups deriving commercial gain. These groups must obtain special permission from the director. A small fee will be charged: \$15 per meeting, \$25 per meeting if refreshments are served. A damage deposit of \$50 will be required upon reservation. If no damage occurs and the room is in proper order, the deposit will be refunded. Reservations must be approved in advanced by the Library Board. The Library Board reserves the right to deny any requests for reservations.
3. The library is unable to provide storage of props, equipment, or supplies to be used in the meeting room.
4. **No Smoking or alcoholic beverages are permitted within the library.**
5. Each group assumes the full responsibility for any damage incurred resulting from the use of the facilities. Abuse of the facilities will be sufficient cause to deny further use of the meeting room.
6. Children should be provided with adult supervision before, during, and after programs and not merely expected to entertain themselves.
7. The library does not assume any responsibility for the security of personal items.
8. Items are not to be removed from or put on the floor, wall, or other parts of the meeting areas without permission.
9. The library's TV, DVD Player, and Presentation Equipment may be used if arrangements are made in advanced. A laptop with HDMI capability may be acquired for a deposit fee of \$100 which will be retained upon checkout. The deposit fee is reinstated when the technology is returned intact. The fee is waived for in-house, non-commercial use.
10. Groups using the Community Room will be expected to arrange the chairs and table to suit their own purpose. Following the meeting, the chairs and table are to be returned to their original arrangement unless otherwise directed by the library staff.
11. If refreshments are served, only light refreshments will be permitted. No food or meals will be allowed. No drinks will be permitted that may stain the carpets. You must bring your own cleaning supplies and trash bags.
12. A normal noise level and appropriate conduct will be expected of groups utilizing the meeting room.
13. Admission fees may not be charged.
14. Reservations may be made by phone or in writing. Cancellations need to be made 24 hours in advance.