

# Pennsauken Free Public Library

5605 N. Crescent Blvd.  
Pennsauken, NJ 08110  
(856) 665-5959  
(856) 486-0142 (Fax)

## Rendle S. Willgoos Community Room APPLICATION FOR USE

DATE: \_\_\_\_\_

In the name of the organization, \_\_\_\_\_,  
I am applying for the use of the *Rendle S. Willgoos Community Room* in the Pennsauken Free Public Library.  
I acknowledge that due to scheduling conflicts, it may be necessary to meet in only one half of the  
Community Room. I have read the Community Room Policy and agree to comply with all regulations,  
including but not limited to the policy requiring that meetings be open to the public at all times.

Name of Pennsauken Resident-Applicant: \_\_\_\_\_

Position held within organization: \_\_\_\_\_ Library card # \_\_\_\_\_

Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

\_\_\_\_\_ Cell Phone: \_\_\_\_\_

Date and hour of meeting: \_\_\_\_\_ Multiple dates? Yes \_\_\_\_\_ No \_\_\_\_\_  
(If multiple dates, provide dates requested on back page.)

Probable meeting length: \_\_\_\_\_ (Time to include group's set up and break down)

Probable attendance: \_\_\_\_\_ Requesting Entire Room: Yes \_\_\_\_\_ No \_\_\_\_\_

Specific nature of meeting: \_\_\_\_\_

Type of Organization: Library Related \_\_\_\_\_ Educational \_\_\_\_\_ Cultural \_\_\_\_\_

Recreational \_\_\_\_\_ Civic \_\_\_\_\_ Other \_\_\_\_\_ (explain) \_\_\_\_\_

Organization's Purpose: \_\_\_\_\_

Activities to be conducted: \_\_\_\_\_

Equipment needs: Tables \_\_\_ Chairs \_\_\_ Projector \_\_\_ DVD player \_\_\_ VCR \_\_\_

Laptop hookup \_\_\_ Microphone (cordless) \_\_\_ Hearing-Impaired Headsets \_\_\_

Refreshments being served: Yes \_\_\_\_\_ No \_\_\_\_\_

Requesting use of kitchen facilities: Yes \_\_\_\_\_ No \_\_\_\_\_ (see back page for more information)

I certify that I am an officer of the above named group, a Library cardholder in good standing, and that I have the authority to reserve the Community Room. The above statements are true to the best of my knowledge and belief.

I hereby agree that, as the resident-applicant, I will be responsible for any damage caused during the meeting to the library premises, furniture or equipment because of the use of said premises by the above organization, and agree to pay for (or arrange for payment of) said damages as assessed by the Library Board of Trustees.

I have read and agree to abide by and uphold all rules and policies of the Township of Pennsauken Free Public Library governing the use of the library, premises or equipment, including regulations prohibiting charging an entrance fee, soliciting donations, or limiting attendance.

I also agree to protect, save and keep the Township of Pennsauken Free Public Library, the Board of Trustees, the Township of Pennsauken, the Library Director, their agents, and employees forever free and harmless and indemnified against and from any and all loss, cost, or expense arising out of or from any accident or other occurrence causing injury to any person or property whomsoever or whatsoever as a result of the use of the above premises. If the group holds a Certificate of Insurability, please include the Pennsauken Free Public Library on said document and attach to this Application Form for approval. The non-profit group will be required to include an updated 'Certificate' for the life of its policy (presumably every 12 months) for continued Community Room eligibility.

I agree to notify the Director twenty-four (24) hours in advance of any cancellation and understand that repeated cancellations may cause forfeiture of the use of the Community Room.

**Multiple Dates Requested:**


I further understand that, if I have requested the use of the kitchen within the Community Room, a Library staff member will inspect the kitchen before and after use. I am responsible for all necessary serving and clean-up supplies. In addition, I am responsible for clean-up of the kitchen and any damages that may occur as a result of its use by anyone attending the meeting.

Signature of Resident-Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Reservation: Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Library Personnel:

Signature: \_\_\_\_\_  
John R. Patane, Library Director                      Director's Designee - \_\_\_\_\_

Return completed application to the Library Director or his/her designee.

**PLEASE KEEP COMMUNITY ROOM POLICY FOR YOUR RECORDS.**

## **Pennsauken Free Public Library**

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Pennsauken, NJ 08110

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February 27, 2013

Rendle S. Willgoos Community Room User

Address Line 1

Address Line 2

Re: Pennsauken Free Public Library  
Rendle S. Willgoos Community Room Policy

Dear Sir/Madam:

The Pennsauken Free Public Library Board of Trustees thanks you for your interest in using the Rendle S. Willgoos Community Room. Your use of the Community Room helps the Library to further its mission to provide optimum service to the Pennsauken community. Kindly accept this letter as re-affirmation of the Library's policy with respect to usage of the Community Room.

The Library Trustees do not judge the philosophical, political, religious or ideological viewpoint of any group or organization seeking to make use of the Community Room. Maintaining this neutrality is a core value of the Library as it strives to serve the community at large. Attached to this letter, please find a copy of the Library's policies on Community Room usage for your review.

As you are aware, an application must be submitted to the Library Director or his designee for approval or disapproval of a request for Community Room use, based upon the written policy criteria. Due to the overwhelming number of applications received, the Library Trustees have asked that all applications be evaluated closely as outlined in the attached policy. This directive applies to already-submitted applications for use of the Community Room on a monthly basis, as well as new applications and those requesting less frequent use. In sum, all applications, existing and future, will be evaluated and closely reconciled with the attached policy.

Rendle S. Willgoos Community Room User  
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Most pertinently, the sections of the application designated "Specific Nature of the Meeting" and "Organization's Purpose" should be completed with specificity to demonstrate consistency with the required qualifications 2(a) and 2(b) and 3 of the policy. Please be specific concerning the nature of the meeting, that it is open to the general public, what activities will take place and who will conduct them, and any possible conflicts these may have with the stated policy. The statement of the purpose of your organization should make clear how its mission relates to educational, cultural and civic purposes and how it specifically serves to benefit Township residents. Attaching a mission statement of the organization, if any, will help the Library Director or his designee to evaluate the application.

Once again, the Library's driving mission is to serve its community at large. Applications completed in a detailed and specific fashion, as outlined above, will help the Library to fulfill this mission.

Thank you for your attention to this matter. Should you have any questions, please do not hesitate to contact the Library Director and/or his staff.

Very truly yours,

BOARD OF TRUSTEES, PENNSAUKEN FREE  
PUBLIC LIBRARY

BY:   
Geraldine Tabako, President

cc: John Patane, Library Director

## ***Pennsauken Free Public Library Rendle S. Willgoos Community Room Policy***

The library's mission is to provide optimum service to the Pennsauken community. The purpose of the library's meeting room is to support library programs and activities and to provide a meeting room to accommodate the community's need for a place to assemble.

The library cannot and does not endorse or affirm the philosophy, political, religious or other ideology of any group or organization utilizing the room. As such, the library excludes the use of its facilities for political rallies, religious services, or other activities as directed by the Director and/or the Library Board of Trustees.

Use of the room must meet these qualifications.

1. The Pennsauken Free Public Library's Community Room is available for use by the community for any public function of an educational, cultural or civic nature.
  - a) The library does not charge any fees for use of this room.
  - b) Anyone using the room shall be prohibited from charging any fee for admission, from soliciting donations, or from selling any items for profit or charity at any activity in the room.
  - c) The Friends of the Pennsauken Free Public Library is the only group that may use the room for an activity to raise funds that will directly benefit the library.
  - d) The room is for the use of nonprofit groups (the word "group" includes organization and association). **Profit -making organizations are not eligible to use the room.**
  - e) Community Room use is not for the benefit of private individuals or commercial concerns.
  - f) It is understood that all meetings held in this room will be open to the public.
2. The Pennsauken Free Public Library shall not attempt to judge the objective of any group or program not sponsored by the library.
  - a) The Director or his/her designee will consider requests to use the room providing that the purpose to use the room is educational, cultural or civic in nature.
  - b) Use of the room may be made by:
    - i) any library-related group
    - ii) any Pennsauken Township department for the benefit of Township residents.
    - iii) any group formally organized within the Township for the benefit of Township residents, specifically excluding any group whose activities makes the room unsuitable for their purposes.
  - c) In the event of a conflict in scheduling, the following priorities shall apply: (a) library sponsored programs: (b) library-related groups: (c) educational programs: and (d) cultural/civic programs
3. A Pennsauken resident with an up-to-date library card, who is an officer of the group, must make a request for use of the room on a Community Room Application form. The resident-applicant must be present at all of the approved functions of the group. If unable to attend, the library must be notified.
  - a) Applications will be approved or denied by the Director or by his/her designee.
  - b) Applications for use shall be made at least (7) seven working days prior to the date of the proposed meeting.
  - c) Groups who plan to use the room on a monthly basis may schedule use of the room for **one year, but will only be guaranteed use of the room on a month to month basis.**
  - d) Due to the number of groups requesting use of the Community Room; we cannot guarantee use of the room for regular weekly or bi-weekly meetings.

- e) A copy of the approved application form may be picked up within 72 hours of receipt of the request.
  - f) Any group denied use of the room may present a request to the Board of Trustees at their next regularly scheduled meeting.
  - g) The Director will refer questionable applications to the Trustees for interpretation or exception as the occasion arises.
4. Cancellation
- a) The library reserves the right to cancel a meeting with two (2) weeks advance notice for the purpose of a library program.
  - b) Cancellation by the group must be made 24 hours prior to the scheduled event by notifying the Director or his/her designee in order to open the room for use by another group.
  - c) The Director or his/her designee reserves the right to deny the meeting room use to groups that fail to notify the library of cancellations or groups that frequently cancel meetings.
5. Refreshments may be served with advance permission of the Director.
- a) No smoking or alcoholic beverages are permitted.
  - b) Kitchen use must be pre-approved on the application.
    - i) User must supply all paper goods, utensils and clean-up supplies.
    - ii) A staff member will inspect the kitchen before and after use.
6. Any group using the room shall be held liable for damages to library property which result from use of these facilities.
- a) Repairs will be completed by the library's normal contractors.
  - b) The group shall reimburse the library for such repairs.
  - c) If repair costs are not paid by the group, the resident-applicant's library account will be billed for such costs.
7. At least one adult (21 or over) must be present at all times for all activities in the room and/or in the library for every ten (10) children.
8. The library is not responsible for lost or stolen articles.
9. Discrimination on the basis of race, color, national origin, sex, religion, sexual orientation, age, or disability in the provision of services is unlawful and not allowed.
10. Any group using the room will be responsible for setting up the room according to its own needs. Library staff will bear no responsibility.
- a) The group using the room must restore the furniture and the room to the order in which it was found. The library will provide a limited number of tables and chairs, as are available in the room.
  - b) The library can provide audio-visual equipment. A deposit fee may be required. See checklist on the Application.
11. Scotch tape, tacks, or nails are not to be placed on doors, walls, or furniture in the room.
12. Maximum capacity of the room is eighty (80) persons (standing and seated) due to needed storage space.

13. In the event that two groups need the room at the same time, the folding curtain will separate the room at the Director's or his/her designee's discretion.
14. Printed materials may not be distributed outside the meeting without the Director's permission. Requests for permission to display exhibits or literature must be made to the Director in advance (see Application form for displays).
15. The room must be vacated and straightened up at least fifteen (15) minutes before library closing. Meetings may not be scheduled before or after library hours. Exception may be granted by the Director or his/her designee with proper notice on the Application.
16. All publicity must indicate the name of the group sponsoring the event.
  - a) The library must not be identified as a sponsor or be responsible for publicity about the program.
  - b) Neither the name nor the address of the Pennsauken Free Public Library may be used as the address for groups using the room.
  - c) The phone number of the Pennsauken Free Public Library may not be used as the phone number for the groups using the room.
  - d) **All publicity must state: "Pennsauken Free Public Library does not endorse the policies, beliefs, or activities of the sponsoring group."**
17. Groups are subject to copyright law in their use of film, video, music and other media and are also responsible for observing the admission policies associated with Motion Picture Association of America (MPAA) guidelines when showing rated films in the room.
18. Unlawful activity is not permitted in this room.
19. Code of Conduct
  - a) The room may not be used for any meeting which has noise or physical activities which may disturb other people in the library.
  - b) All groups using the room must abide by the library's Code of Conduct as posted in the library.
20. Please attach a 'Certificate of Insurance' with the Pennsauken Free Public Library listed on said document if non-profit organization is in possession of such a document. Otherwise, the non-profit organization will have agreed to the 'Hold Harmless Agreement' provision which is included in the text of the attached Application Form.

#### **Waiver of Regulations**

**Exceptions from specific regulations of the policy may be authorized in writing for the Friends of the Pennsauken Free Public Library, all Boards and agencies of the Township of Pennsauken and on behalf of the Township of Pennsauken, the Township of Pennsauken Township Board of Education, and the Pennsauken Free Public Library Staff.**