

# **Salem Township Public Library**

## **Meeting Room Policy**

The Meeting Room of the Salem Township Public Library is available to any non-profit community group whose aims are cultural, educational, or for civic betterment. The Meeting Room may be used subject to the following guidelines:

1. All meetings must be scheduled at least two weeks in advance at the Salem Township Public Library (exceptions may be made at the discretion of staff). Library programs will have precedence for the use of the meeting room. No group may schedule meetings for more than six months in advance or for more than one use per month (exceptions may be made at the discretion of staff). Groups that meet monthly during the school year may schedule meetings for September through December at the same time (in August), and then January through May in December.
2. No person or group may charge an attendance fee for meetings or workshops held in the meeting room or make requests for voluntary donations. Charges to cover the cost of materials may be levied if the person or group has the express written permission of the Director in advance.
3. The use of the meeting room for meetings will not be granted for meetings which are politically partisan, commercial, or religious in nature, or intended to further an individual's goal.
4. There will be no charge for the use of the room but donations for the use of the room will be accepted.
5. No meetings may be held outside of normal library service hours, unless previously approved by the Director. Current library hours are:
  - Monday – Tuesday, 10 a.m. - 7 p.m.
  - Wednesday – Thursday, 10 a.m. - 6 p.m.
  - Friday 10 a.m. - 5 p.m.
  - Saturday 10 a.m. - 2 p.m.
  - Sunday Closed
6. The meeting room must be left in the same condition in which it was found. There will be a minimum charge of \$10.00 if the meeting room is not in its original condition.
7. No smoking is allowed in any part of the library at any time. No alcoholic beverages may be served.
8. Groups of high school age or under must be sponsored and their meeting attended by an adult.