

**POLICY STATEMENT REGARDING  
USE OF THE BERNARDS TOWNSHIP LIBRARY PROGRAM ROOMS**

The Bernards Township Library makes program space available at no charge to area groups and organizations which are non-profit, and/or service oriented, which are open to new membership, and which foster community interaction, learning experiences, or discussion forums.

Reference: Booking Guidelines for Library Program Room Use.

Adopted 03/99  
Revised 06/19/02  
Reviewed 10/20/04  
Reviewed 06/27/07

**BERNARDS TOWNSHIP LIBRARY**  
**BOOKING GUIDELINES FOR LIBRARY PROGRAM ROOM USE**

- **Submit requests no later than one week before the event.**
- **Outside groups' meetings must be scheduled only during those hours when the library is normally open. Attendees are not admitted prior to regular opening hours and all activities and clean up must be concluded by closing time.**
- **Provide the library with information about the purpose, times, and content of the program at the time of booking.**
- **Submit program set-up requirements no later than one week before the event.**
- **Groups are responsible for the following:**
  - **Publicity:** Provide group members and intended audience (if program is public) with program information and directions to the library, and/or with a contact number/email address etc.
  - **Greeting & Building Monitoring:** Ensure that a group member is present to monitor the library entrances when programs begin before regular library hours, and make sure that attendees know where the program is being held.
  - **Parking Monitoring:** Alert group members to avoid parking in the upper and lower parking lots adjacent to the library building. Direct them to the lower lot entered from Lindbergh Lane, across the street in the municipal parking lot on South Maple Avenue, or on area side streets.
  - **All Program Supplies:** Provide food and food service supplies, program equipment, and signage as needed.
  - **Clean Up and Closing Requirements:** Leave program room and kitchen clean, remove trash generated by groups over 50 to the dumpster in the rear parking lot, and be ready to leave the library no later than five minutes before closing time.

**BERNARDS TOWNSHIP LIBRARY**  
**BOOKING DETAILS FOR LIBRARY PROGRAM ROOM USE**

1. Organization: \_\_\_\_\_
2. Date & Time Needed: \_\_\_\_\_
3. Program Start Time: \_\_\_\_\_
4. Room Needed: (circle one) Room B Room A Conference Room
5. Purpose: \_\_\_\_\_
6. Number of people expected: \_\_\_\_\_
7. Kitchen Use: (circle one) yes no
8. Set-Up Request: # chairs \_\_\_\_\_ #tables \_\_\_\_\_  
lectern? \_\_\_\_\_ other? \_\_\_\_\_
9. Detailed set-up request/diagram attached: (circle one) yes no

Organization Contact Person:

Name \_\_\_\_\_

Phone # \_\_\_\_\_ Cell # \_\_\_\_\_

Email \_\_\_\_\_

I have read the Program Room Booking Guidelines and agree to the Library's requirements.

\_\_\_\_\_  
(signature) (date)