



BERNARDS TOWNSHIP LIBRARY
POLICY ON THE USE OF PROGRAM ROOMS BY COMMUNITY GROUPS AND ORGANIZATIONS

The Bernards Township Library (BTL) provides varied programming to patrons of all ages as an integral part of its services. Library sponsored programs and the programs of the Library's affiliated non-profit organizations will always be given priority in the reservation of program room space. When possible, the Library may allow use of its Program Rooms to groups and organizations based in Bernards Township and engaged in cultural, artistic, educational, civic, governmental and other community interests. Groups whose purpose is to provide programming that mirrors traditional library programming will not usually be accommodated.

Any group wishing to reserve the use of a Program Room must operate as a non-profit. All meetings must be open to the general public at all times. No fees may be charged. Meetings which are social in nature, intended to generate business opportunities or require membership in the sponsoring organization will not be accommodated. Program Rooms must be reserved by a BTL cardholder and all meetings must be scheduled and concluded within BTL's normal business hours.

To ensure equitable access by all qualified groups and organizations, BTL may limit the number of occasions on which a meeting room may be reserved on behalf of a group or organization or impose other requirements.

Meeting announcements and other promotional materials may note that the meeting's location is at the BTL, but may not suggest that the group or organization is affiliated with the BTL, that the BTL is a sponsor of the event or that the BTL endorses the content of the program or views of the speaker, performers or participants.

The BTL Board of Trustees has authorized the Library Director to develop "Guidelines for Reserving BTL Program Rooms" and other terms of use. For additional information about BTL's Program Rooms, please refer to those materials, which are posted on BTL's website.

Adopted 03/1999
Revised 06/19/2002
Reviewed 10/20/2004
Reviewed 06/27/2007
Revised 12/16/2009
Revised 03/30/2011
Revised 01/29/2014
Revised 06/26/2019
Revised 05/25/2022