

Pennsauken Free Public Library  
5605 Crescent Boulevard  
Pennsauken, NJ 08110  
856-665-5959  
856-486-0142 (Fax)

July 27, 2020

To: Rendle S. Willgoos Community Room Use Requester

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

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. 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 reviewed by the Library Director or their 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 directed that all applications be carefully evaluated for consistency with the priorities embodied in the Community Room policy. This 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 particular, the sections of the application designated "Specific Nature of Meeting" and "Organization's Purpose" should clearly demonstrate consistency with the required qualifications 2(a), 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. 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 their designee to evaluate the application.

The Library's stated mission is to offer free and open access to information, services, technology and programming to our diverse community. We are committed to providing educational resources for life-long learning in a welcoming environment. 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 or Program/Outreach Coordinator.

Very truly yours,

BOARD OF TRUSTEES  
PENNSAUKEN FREE PUBLIC LIBRARY

By: \_\_\_\_\_  
Robert Fisher-Hughes, President

Cc: Tanya Finney Estrada, Library Director

# Pennsauken Free Public Library

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Blvd. Pennsauken,  
NJ 08110  
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## 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 the back page. Maximum 6 months)

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

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 \_\_\_\_\_

Laptops \_\_\_\_\_ AV Connector \_\_\_\_\_ Microphone \_\_\_\_\_ 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 a member of the above named group, an up-to-date Library cardholder, 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 on behalf of the group 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, we agree to include the Pennsauken Free Public Library on said document and have attached to this Application Form for approval. A group will be required to include an updated 'Certificate' for the life of its policy (presumably every 6 months) for continued Community Room eligibility.

I agree to notify the Director forty-eight (48) 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: \_\_\_\_\_

Library Director / Designee

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

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