

I. The Peter P. Childs Community Room Policy

The Peter P. Childs Community Room on the first floor of the Collingswood Public Library has a capacity of approximately 75 people. This room is reserved for Library-sponsored programs and for local group meetings. Local groups must meet the following criteria:

- Groups must be based in Collingswood. The person making the room reservation must have a valid, adult Collingswood Library card, and the card must be in good standing at the time the reservation is made.
- All meetings must be free and open to the public. It is not a suitable venue for ticketed events or for private parties.
- All meetings must be completely non-commercial. It is not suitable for “free information sessions,” support groups, or other, similar meetings offered by people or organizations who sell the kinds of services about which they are offering information or leading groups.
- Reservations are only for groups, not for individuals.
- Groups may reserve the meeting room a maximum of one time per month.
- Groups must be respectful of other patrons and library staff. Groups may lose access to the meeting room if they impinge upon library programs or other groups’ meetings by causing a disturbance in or near the meeting room, or if they do not leave promptly at the conclusion of their meeting time.
- Groups must leave ten minutes prior to the building closing.
- Groups are expected to leave the room clean and tidy, and to return all furniture and equipment to its proper place prior to the end of their scheduled meeting time. A vacuum and cleaning materials are available.
- In order to make sure the room is used as often as possible, please notify library staff of all cancellations at least one week in advance.

If you would like to reserve the Peter P. Childs Community Room, or have additional questions, please call the library at (856) 858-0649. If your group does not meet any of the above criteria, you may wish to contact other venues in Collingswood that offer meeting places for public use.

II. Upstairs Group Study Room Policy

The small meeting room on the second floor of the library has a capacity of 1-4 people, depending on its configuration. This room is reserved for Library-sponsored programs and for small groups that meet the criteria above – including a maximum of one booking per month. All Group Study Room users must register upon arrival at the Reference Desk. Advance reservations for individuals are not permitted.

Individuals may use the upstairs meeting room when no groups are scheduled. Use is first-come, first-served, and users must exit ten minutes prior to any scheduled event. An individual may use the meeting room up to two hours per day if no groups are scheduled. This room may be used for teleconferencing within the following parameters:

- Participants must use headphones to prevent incoming audio from playing aloud in the room.
- The room is NOT soundproofed in any way; staff will ask users to lower their voices if conversations are disruptive to library staff and/or patrons.
- The meeting room is not an appropriate space for phone conversations. Short calls may be taken on the first floor or in the lobby.

These guidelines are subject to change depending on community needs.

Any groups or patrons in violation of the above guidelines may be asked to leave.