



James M. Hecht
Director

Somerset County Library System Headquarters

1 Vogt Drive
P.O. Box 6700
Bridgewater, N.J. 08807
Phone: (908) 526-4016
Fax: (908) 707-8324

Revised please read

Dear Meeting Room Applicant,

Effective November 1, 2005 the Library is pleased to accept applications from community groups for the use of its Meeting Rooms in 2006. Enclosed please find copies of the Bridgewater Library Meeting Room Policy, Meeting Room Application, and Meeting Room Set-up Form (on the back of the application).

Please read the Policy carefully before filling out the application. Important points to be aware of include:

- Non-profit groups and organizations may use a room twice a month.
- All meetings rooms are reserved for Library programs on Thursday evenings; the rooms cannot be booked for outside groups.
- Meeting Rooms cannot be booked for Sundays.
- Meeting rooms are available until 10:00 PM; groups must vacant the building by 10:00. No loitering is allowed in the lobby past that time; please arrange to end your meetings promptly.
- Once reservations are made it is your responsibility to notify us as soon as possible if the number of people attending your meetings increases. This is necessary so we can ensure that room capacities are not exceeded.

Please be advised that the Meeting Rooms are for use by non-profit organizations only. There is no charge for the rooms, but an "Approved Representative" of the group must have a valid Somerset County Library System card. The representative must sign the application and give their Library Card number where indicated. When requesting more than one meeting room date please attach dates on a separate sheet. You may include meeting dates for all of 2006. (Please give dates, do not write "first Monday of month," "every other Tuesday" etc.) **Be sure to complete the room set-up information on back of the application.** If you have a different set-up for different meetings, or a change in your regular set-up, submit a new room set-up form showing the changed set-up.

Completed applications may be mailed to me, dropped off at the Library Customer Service Desk or brought to the Administration Department. Once the Assistant Director has approved the application, the dates will be booked. I will call to confirm or amend meeting dates/times according to availability. All completed applications are approved on a first come first serve basis. Incomplete applications will not be approved until the missing information has been provided. It is strongly recommended that you do not print or publish your meeting dates until you've received a confirmation since there may be circumstances where a room will not be available for a specific date or time. If you require equipment please indicate that on the setup form and we will confirm this with you also. **Those who are using the meeting rooms for a piano recital, must also complete and return the Piano Policies and Procedure form (also attached).**

If the time comes when you are no longer a member of the group, it will be your responsibility to arrange for someone else to complete an application. Otherwise your card number and signature will stay on file, and you will remain in our records as the person responsible for the group's use of the room.

If someone other than yourself will be making reservations or making changes to reservations please attach a note authorizing this person to make arrangements on your group's behalf.

All community meetings are posted on our website. If one of your meetings is cancelled, please call as soon as possible so we can update the website calendar.

Thank you for your attention to the enclosed forms. If you have any questions please call me at (908) 526-4016 ext. 131.

Sincerely yours,

Joann Cerullo
Administrative Assistant

attachments

PART IV

OPERATING POLICIES

Meeting Room Policy and Regulations for the Bridgewater Branch

The Somerset County/Bridgewater Library maintains meeting rooms which are available to the public. These rooms may be used by non-profit groups for non-profit, educational, cultural, artistic or civic purposes provided this use does not interfere with the regular operation of the library.

A schedule of all meetings is posted in the library lobby. There are four meeting rooms available: Rooms A, B, C and D. An eligible group may reserve a library meeting room a maximum of twice a month. All meetings must be open to the general public. Groups and organizations must have at least one member who has a valid SCLS library card.

The use of these rooms for library purposes shall have priority over all other uses. Thursday evenings from 5:00 p.m. - 9:00 p.m. are reserved for library programs. The library reserves the right to cancel a previously scheduled reservation and will try to give at least one month's notice before the meeting date.

Permission to use the library's meeting rooms in no way implies library sponsorship or endorsement of any group or its program. The Somerset County/Bridgewater Library hereby assumes no responsibility for any loss, theft, injury or damage to persons or property incurred as a result of meeting room use.

The Library Director or a designated representative will review for approval all initial requests and application renewals. The Library Commission reserves the right to review all applications.

The use of the library's meeting rooms cannot be granted for functions that are designed to financially benefit any individual or organization except when expressly authorized by the Library Commission or a designated representative. Any fees charged to participants and attendees by the group in connection with the use of the meeting rooms must be approved by the Library Commission or a designated representative.

Regulations

Written applications are required for the initial use of the meeting rooms and can be obtained by calling the administrative office (908-526-4016, ext. 131). Applications and meeting room Set Up Request Forms should be filed at least two weeks in advance and must be signed by a person authorized by the group to be responsible for their use of the room. (This person must have a valid library card from the Somerset County Library System.) Applications may be returned via fax and reservations will be held pending

Meeting Room Policy and Regulations for the Bridgewater Branch (continued)

receipt of the original copy; reservations will not be finalized until the original is received. Once the initial application has been filed future bookings and changes in bookings may be made by phone. Audio visual equipment needed in conjunction with the meeting should be requested at the time a reservation is made.

Written applications must be renewed annually and dates for the coming year's regular meetings provided at that time. A group may reserve the room for the whole year's meetings, however, two "no shows" in a six month period without informing the library may result in the cancellation of the group's use of the room for the remainder of the year.

Rooms are available Monday through Wednesday, 9:00 a.m. to 10:00 p.m.; Thursday, 9:00 a.m. to 4:00 p.m.; Friday and Saturday, 9:00 a.m. to 5:00 p.m. Group members may not enter the building before 9:00 a.m. and must vacate the building by 10:00 p.m. Time for setting up for a meeting or program should be included in the time span requested on the reservation form.

All literature distributed must be clearly marked with the name of the sponsoring group. The library's address may not be used by any organization as their headquarters address.

Food is not encouraged, but if a light snack is to be provided, the group must inform the library, must furnish their own utensils, coffee urns, etc., and must clean up. The library maintenance staff is not responsible for cleaning up after a group but they will dispose of refuse left in trash bags. (Trash bags will be provided.) Failure to clean up may result in the cancellation of the groups' use of the room for the remainder of the year.

The Bridgewater Township Fire Marshal has posted the room capacity limits for each room; these limits must not be exceeded. No alcohol is permitted. No open flames are permitted. The use of tobacco products is not permitted.

In case of cancellation, the library should be notified as far in advance as possible. In weather emergencies, group members should call the library and/or listen to WCTC (1450 AM); if the library is closed, all meetings are automatically canceled.

Approved 1/8/92
Amended 12/6/00
Amended 10/3/01
Amended 9/3/03

BRIDGEWATER LIBRARY MEETING ROOM APPLICATION

(Please print legibly)

Name of Organization: _____

Name of Individual Filing Application: _____

Office/Title in Organization: _____

Address: _____

Telephone: Home _____ Work _____

Email: _____ FAX _____

Telephone where you can be reached in an emergency: _____

Meeting Date(s): _____ Time: From _____ To _____

Alternate Date(s): _____

Expected Attendance: _____

Purpose of Meeting: _____

Type of Program: _____

Light Refreshments (*Permission must be requested*): Yes _____ No _____

ALCOHOLIC BEVERAGES ARE NOT PERMITTED

I, the undersigned, am an authorized representative of the non-profit organization listed above. I am also a member of the Somerset County Library System. I have read and agree that our organization and its members will fully comply with the **Meeting Room Policies and Regulations** of the Bridgewater Library. I also agree that our organization will be held responsible for any damages and/or or theft of library property incurred by our use of the meeting area. Should this application be granted I agree to indemnify, hold harmless and defend the Somerset County Library System against any and all demands, claims, damages, fees, costs and liabilities of any kind (including but not limited to attorney's fee) to the fullest extent permitted by law.

Approved Representative's (cardholder) signature _____

Cardholder's name (printed) _____

Library Card #: _____

Please return completed application to:

Joann Cerullo
Somerset County Library System
P.O. Box 6700
Bridgewater, NJ 08807
(908) 526-4016 ext. 131
FAX: (908) 707-8324

Meeting room use: Approved _____

Date _____ Not Approved _____

MEETING ROOM SET UP REQUEST FORM

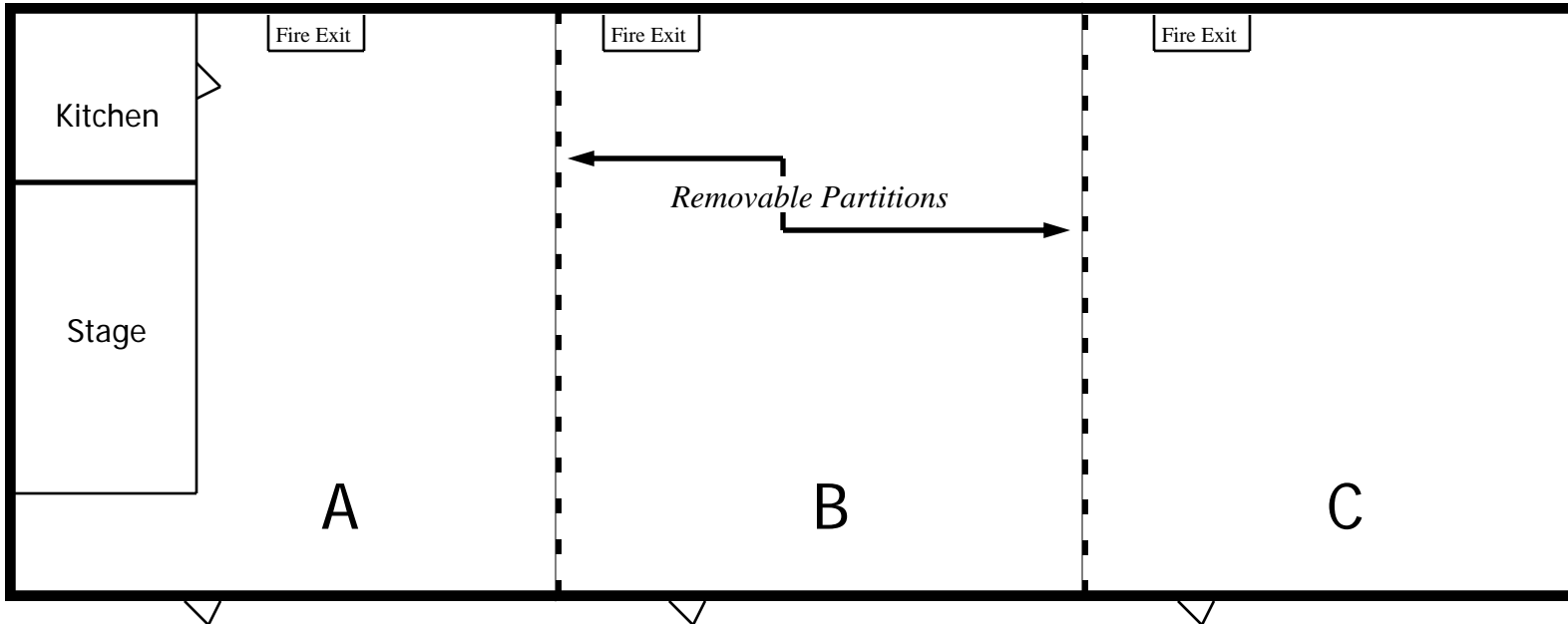
Room(s) _____

Time _____

Date(s) _____

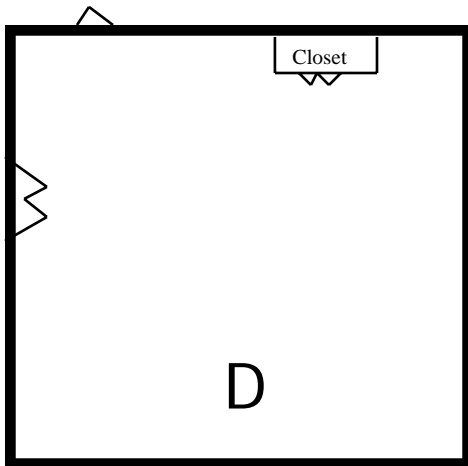
GROUP _____

MEETING/WORKSHOP NAME _____



Total number chairs Needed:

Total number tables Needed:



Please indicate how tables and chairs are to be placed by drawing a sample on the chart.
No tables or chairs by Fire Exit or doorways.
Will not change set-up without advance notice.

= TABLE

X X X = CHAIRS

EQUIPMENT (if available)

___ Podium ___ TV & VCR ___ Microphone ___ Screen

___ Overhead Projector OTHER _____

SUBMITTED BY _____

DAYTIME PHONE () _____

DATE _____