



MANVILLE LIBRARY, a branch of the Somerset County Library System  
100 South 10th Avenue, Manville, New Jersey 08835  
908-722-9722 Visit [SCLSNJ.org](http://SCLSNJ.org)

Dear Meeting Room Applicant,

The Manville Library welcomes local non-profit organizations to use our Community Room throughout the year. The individual registering the event must have a Somerset County Library Card and space is granted based on availability and eligibility. The Library reserves the right to cancel a scheduled meeting should such action be deemed necessary or desirable.

Attached are copies of the Somerset County Library System Meeting Room Policy and the Manville Meeting Room Application. Please read the policy carefully before filling out the application.

Important points to be aware of include:

- ❖ Non-profit organizations may use a meeting room once a month unless special permission is given.
- ❖ Meeting rooms are only available during branch hours of operation and a Manville staff member must be present at all times when library property or facilities are in use by any recognized group.
- ❖ Once reservations are made it is your responsibility to notify us as soon as possible if your meeting is canceled.

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.

Also, please provide specific dates; do not write "first Monday of the month" or other generalizations. Meeting room application forms are available online at [www.sclsnj.org/manville.htm](http://www.sclsnj.org/manville.htm) for download; completed forms may be emailed to the Meeting Room Facilitator at [mvlmtgrm@sclibnj.org](mailto:mvlmtgrm@sclibnj.org). Meeting room applications may also be faxed, mailed or dropped off at the Manville Library.

Once the Branch Manager has approved your application, the dates will be booked. The Meeting Room Facilitator will call or email to confirm or amend meeting dates/times according to availability. All completed applications are approved on a first-come, first-served 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 as the dates you requested may not be available.

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

If you have any questions please call (908) 722-9722 or email [mvlmtgrm@sclibnj.org](mailto:mvlmtgrm@sclibnj.org).

Sincerely,

Melissa Skrabal

Meeting Room Facilitator  
Manville Library  
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