

Dear Meeting Room Applicant,

Effective **July 1, 2011**, the Bridgewater Public Library is pleased to accept applications from community groups to reserve meeting rooms from **September 1, 2011 through August 31, 2012**. Attached are 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 organizations may use a meeting room once a month.
- All meeting rooms are reserved for library programs on Thursday evenings; rooms are not available for outside groups on Thursday evenings.
- Meeting Rooms cannot be booked for Sundays.
- Once reservations are made it is your responsibility to notify us as soon as possible if the number of people who will be attending your meeting 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. Parents or legal guardians must co-sign applications submitted by minors.

You may include meeting dates through August 31, 2012, on your application. (Note: Please provide specific dates; do not write "first Monday of the month" or other generalizations.) **Be sure to complete the Room Set-Up form.** If you have different set-ups for different meetings, or a change from your regular set-up, please submit a room set-up form for each set-up.

New this year: Fillable Meeting Room Application forms are now available online at www.sclsnj.org/bridgewater.htm and the completed forms may be emailed to the Meeting Room Facilitator at sgale@sclibnj.org. Meeting Room Applications can also be faxed, mailed or dropped off at the Bridgewater Library. **All Room Set-Up forms still must be faxed, mailed, or dropped off at the library.** The Room Set-Up form is found on the back of the Meeting Room Application or on the Bridgewater website.

Once the Branch Director 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. If you require equipment please indicate that on the set-up form and we will confirm this with you as well. 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.

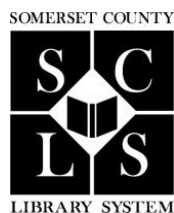
If someone other than you will be making reservations or changes to your reservations please attach a note authorizing this person to make arrangements on behalf of your group.

All community meetings are posted on our website's Calendar of Events. 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 (908) 526-4016 x147 or email sgale@sclibnj.org.

Sincerely,

Samantha Gale
Meeting Room Facilitator



BRIDGEWATER PUBLIC LIBRARY

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www.sclsnj.org