

Dear Meeting Room Applicant,

Effective **May 27, 2015**, the Bridgewater Public Library is pleased to accept applications from community groups to reserve meeting rooms from **September 1, 2015 through May 31, 2016**. There will now be **two sign-up periods per year**. Beginning January 11, 2016 applications will be accepted for meeting room reservations from June 1, 2016 through December 31, 2016. June 13, 2016 begins the reservation period for January 2, 2017 through May 31, 2017. 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.
- Please be aware that due to the high volume of programs during the summer room requests made during that time may not be able to be accommodated.
- Once reservations are made it is your responsibility to notify us as soon as possible if your meeting is canceled. Failure to do so may result in the cancellation of that group's use of the room for the remainder of the year.

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 May 31, 2016, 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.

Fillable Meeting Room Application forms are available online at www.sclsnj.org/bridgewater.htm and the completed forms may be emailed to the Meeting Room Facilitator at johare@sclibnj.org. Meeting Room Applications and Room Set Up forms can also be faxed, mailed or dropped off at the Bridgewater 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 regardless of numbers of years

the group has previously reserved the library meeting rooms. Incomplete applications will not be approved until the missing information has been provided. Application and Room Set Up forms that are incomplete or are from past years will be returned and may delay a group's room reservations. 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 Room 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) as well as a check for \$100 made payable to The Friends of the Bridgewater Public Library.

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.

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) 526-4016 x140 or email johare@sclibnj.org.

Sincerely,

Jackie O'Hare
Meeting Room Facilitator



BRIDGEWATER PUBLIC LIBRARY

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www.sclsnj.org