

POLICY MANUAL

PART IV

OPERATING POLICIES

Meeting Room Policy and Regulations for the Bridgewater Library

The Bridgewater Library maintains meeting rooms which are available for use by non-profit community groups for non-profit, educational, cultural, artistic or civic purposes, provided this use does not interfere with the regular operation of the library. These rooms are not available for use by individuals or groups which are offering seminars in order to solicit customers or business for their organizations.

A schedule of all meetings is posted in the library lobby. An eligible group may reserve a library meeting room a maximum of once a month. All meetings must be open to the general public. In order to reserve a room a group must have at least one member who has a valid SCLS library card; a group member must sign the meeting room application and provide his/her library card number. Parents or legal guardians must co-sign meeting room applications submitted by minors.

The use of the library's meeting 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 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 Branch 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

Completed applications are required for the initial use of the meeting rooms and can be obtained by visiting our website at www.sclsnj.org/bridgewater.htm or by visiting the Customer Service desk at the Bridgewater Library. Applications may now be filled out using our online fillable Meeting Room Application form in lieu of a paper copy. This can 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. **Room Set Up forms must still be faxed, mailed or dropped off at the Bridgewater Library.** Applications and meeting room set-up 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 - (908) 526-5221. Reservations will be held pending receipt of the completed Meeting Room Application and Room Set Up forms. Once the initial application has been filed future bookings and changes in bookings may be made by phone. Equipment needed for meetings should be requested at the time reservations are made.

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 at meetings must be clearly marked with the name of the sponsoring group. The library's address may not be used by any organization as its headquarter's 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 garbage receptacles. Additional trash bags will be provided when needed. A group's failure to clean up after its meeting may result in the cancellation of that group's 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 visit the library website: www.sclsnj.org. If the library is closed, all meetings are automatically canceled.

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