SOMERSET COUNTY

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LIBRARY SYSTEM

MARY JACOBS MEMORIAL LIBRARY
64 Washington Street
Rocky Hill, New Jersey 08553
(609) 924-7073
www.sclsnj.org

Dear Meeting Room Applicant,

The Mary Jacobs Memorial Library welcomes local non-profit organizations to use our community rooms throughout the year. There are two rooms available, the Program room and the Conference room. 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 Mary Jacobs Memorial Library Meeting Room Application. Please read the policy carefully before filling out the application.

Important points to be aware of include:

- Meeting rooms are only available during branch hours of operation.
- Once reservations are made it is your responsibility to notify us as soon as possible if your meeting is cancelled. Failure to do so may result in the cancellation of that group's use of the room for the remainder of the year.
- Library does not provide any equipment needed for the meeting.
- Food is not permitted in the Conference room.
- Food in the Program room is not encouraged but if a light snack is to be provided, the group must inform the library and must clean up. Failure to clean may result in the cancellation of the group's use of the room for the remainder of the year.
- The library parking lot is intended for use by patrons. Since parking space is limited, groups using the meeting rooms may be required to park on Washington Street.

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.

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.somerset.lib.nj.us/maryjacobs.htm for download. Completed forms may be emailed to the Meeting Room Facilitator at sramaiah@sclibnj.org. Meeting room applications may also be faxed, mailed or dropped off at the Mary Jacobs Memorial Library.

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 have received a confirmation as the dates you requested may not be available.

If you have any questions please call (609)-924-7073 X 107 or email sramaiah@sclibnj.org.

Sincerely,

Sangeetha Ramaiah
Meeting Room Facilitator
Phone: (609) 924-7073 X 107
Fax: (609) 924-7668