

**SOMERSET COUNTY LIBRARY SYSTEM OF NEW JERSEY**

One Vogt Drive, P.O. Box 6700, Bridgewater, NJ 08807

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Visit SCLSNJ.org

Meeting Room Policy

The Library Director will publish procedures for making available meeting rooms, conference rooms, and quiet study rooms. While specific to each branch, those procedures will be consistent with the following policies regarding their use:

- a. When used by outside groups, the Library's meeting rooms are designated as "public forums". The Library does not monitor, and is not responsible for, the content or viewpoints of programs presented by outside groups, and use by any group of the Library's meeting rooms does not imply Library sponsorship or endorsement of that group or its program.
- b. All meetings and programs held in the Library's meeting rooms must be free and available to all members of the public. This does not preclude charging reasonable cost-recovery fees for materials or for collection of organizational membership dues, provided the dues are not a requirement in order to attend the meeting.
- c. Meeting rooms, conference rooms and quiet study rooms are not to be used for the solicitation of paid services.
- d. Individuals and outside groups are responsible for any damages resulting from their use of the Library's meeting rooms, conference rooms or quiet study rooms. SCLSNJ hereby assumes no responsibility for any loss, theft, injury or damage to persons or property incurred as a result of meeting room use.

Adopted 12/05/2012

Amended 04/13/2016

Amended 10/07/2021

Revised 4/4/23