

Procedure for Booking a Meeting Room

1. Fill out application

The application can be picked up at the library or printed from
Library website : www.oldbridgelibrary.org

2. Return filled out application

Place in box, fax or email
Email: mjkagan@oldbridgelibrary.org
Fax: 732-607-4816

3. Confirmation

Marcy or appointed staff person will call you to confirm date
and discuss payment and insurance form.
We will make every effort to make these calls as quickly as possible.

4. Insurance Form

Businesses and organizations desiring to use a meeting room must secure a
Certificate of Insurance prior to use of the room, reflecting liability
Insurance coverage of \$1,000,000. The Old Bridge Public Library should
be listed as an “additional insured” on the Certificate of Insurance.
Please submit this form with your application or as soon as possible after
filling out an application.

5. Invoice

If there is a fee for use of the room you will be sent an invoice.
We will email this invoice to you or it can be picked up at the Library with
prior arrangement.

6. Day of your Meeting

When you arrive the day of your meeting please check-in at the
Information Desk. You must bring your Invoice if you need to pay a fee. At
the Information Desk present your invoice and payment in the form of a
check or money order made out to: Old Bridge Public Library.
You will be given a receipt and shown to your room.

If you have questions or think your group qualifies for a waiver of fees or
Insurance please contact : Marcy Kagan
732-721-5600 ext: 5034
Email: mjkagan@oldbridgelibrary.org

Meeting Room Rental Instructions.
For Information Desk

PROCEDURE:

1. On the weekly calendar there will be a column that says FEE's and what is owed. This will be just for informational purposes as that information will be on the invoice the customer presents.
2. Each patron will receive an invoice that they are to bring to the Information Desk with payment the day of their meeting
3. Invoice
The invoice is to be dated and initialed by staff when payment is taken.
4. Payment
Payment must be made by check or money order and made out to the Old Bridge Public Library. Give Patron a receipt after taking payment.
5. Place the Invoice and Payment in an envelope and give to Maria or place under her door.

(Maria will process the payment and sign and return the invoice to me)

QUESTIONS:

1. Patrons wanting to use the meeting room without booking ahead of time?
The new fee system will not allow anyone other than students or those on the fee exclusion list to use the meeting room without booking at least a week ahead of time.
2. **AV Equipment**
The New Meeting room rental policy includes the rental of certain AV equipment.
TV/DVD Combo*
Projector*(Large Room)
Tripod-Stereo Speakers*
CD Player*

If this equipment is asked for I will note it on the set up column of the weekly schedule.

3. A patrons asks about not having to pay either the fee or provide the insurance form please give them a waiver form (I will put some at the Information desk) to fill out and give it to me. Tell them Marcy will call them ASAP to Let them know the outcome of their request.