

## **POLICY REGARDING USE OF MEETING ROOMS**

The Newark Public Library makes its meeting rooms available to the public as an additional service. The Library Bill of Rights states, "As an institution of education for democratic living, the library should welcome the use of its meeting rooms for socially useful and cultural activities and discussion of current public questions. Such meeting places should be available on equal terms to all groups in the community regardless of the beliefs and affirmations of their members provided that the meetings are open to the public."

### **TERMS OF USE;**

The Community and Fayette Hall Small Meeting Rooms may be used by non-profit groups. Priority is given to library activities or library-related use. The rooms are available during library hours. Special arrangements may be made for meetings at other times by contacting the Library Director.

- ◆ A group's use of the library's meeting rooms does not in any way constitute an endorsement of the group's policies or beliefs by the Newark Library Board of Trustees.
- ◆ The library will not charge a fee for the use of its meeting rooms during library hours. Meetings in the Community Room will be open to the public.
- ◆ Meetings organized by non-library affiliated groups in the library's rooms will be free of charge.
- ◆ The rooms must be reserved. The library must have the name of the organization as well as the person in charge and the phone number where s/he can be reached. The library should be notified promptly of any cancellations.
- ◆ Users are limited to reserving the community rooms to four hours a week.
- ◆ Children's groups may use the meeting rooms provided an adult (14 years old or older) supervises them.
- ◆ The rooms must be left in proper order. In particular, the Community Room must be left in order with furniture returned to the proper place. Groups that violate these regulations may be assessed a fee for damages or clean-up.
- ◆ Meetings must conclude 15 minutes prior to library closing.
- ◆ Use of the rooms on a regular, long-term basis can be booked no more than two months in advance.
- ◆ The maximum capacity of the Community Room is 80 people and the Fayette Hall Room is seven people with two small tables and thirteen people without tables (tables are in the room by default but can be removed).
- ◆ Upon request, groups also have access to the kitchen.
- ◆ If available, groups other than non-profits may use the room and may be assessed a maintenance/usage fee at the director's discretion.
- ◆ All guidelines and reservation steps must be followed for all groups using the meeting rooms.