

POLICY REGARDING USE OF MEETING ROOMS

Terms of Use

When not being used for library programs, meetings and events, Newark Public Library makes its meeting rooms available to non-profit community groups and outside organizations or individuals, with priority given to residents of the Newark Central School District. Newark Public Library events take precedence over meetings of outside groups, and the library reserves the right to pre-empt the use of meeting spaces for library purposes.

- ◆ 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, although donations are greatly appreciated. Meetings in the Community Room will be open to the public.
- ◆ The rooms are available during library hours. Special arrangements may be made for meetings at other times by contacting the Library Director.
- ◆ A group may not charge an admission fee or require a donation for an event or meeting. A group may request a fee to cover the cost of materials used by program participants, but no portion of the fee may benefit an organization or individual.
- ◆ Sale of services or merchandise is strictly prohibited.
- ◆ Rooms should be reserved. For all reservations, 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. Any group or organization reserving the Community Room must complete a Room Use Agreement prior to using the room.
- ◆ Groups and individuals are limited to reserving meeting rooms to four hours per week.
- ◆ Children's groups may use the meeting rooms provided an adult (18 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. The use of paint, glue, markers or anything else that may stain or damage carpets and furniture will be restricted to the Community Room and groups using these items must bring their own drop cloths and plastic tablecloths to protect the carpet and tables. 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.
- ◆ Maximum capacities are: Community Room, 56 people; Renner Room, 27; Fayette Hall Room, 7; Friends of the Library Room, 8.
- ◆ Upon request, groups also have access to the kitchen when reserving the Community Room.

Adopted by the Newark Public Library Board of Trustees August 14, 2014

Amended May 14, 2015

Amended October 8, 2020

Amended November 17, 2021