

MEETING ROOM POLICY

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 meeting rooms 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 meeting rooms 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, exceptions may be made at the discretion of the Director.
- ◆ 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. Rooms 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 limited 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, 4.
- ◆ Upon request, groups also have access to the Friend's Kitchen, with priority given to groups using the Community Room.
- ◆ Individuals or groups reserving meeting rooms are asked to arrive on time or notify the library if they are running late. Existing reservations will be canceled after 30 minutes if the reserving group or individual has not arrived.

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

Amended & Approved 5/14/2015, 10/8/2020, 11/17/2021, 8/10/2023

Reviewed 7/19/2023



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Last name, First name

Date: _____

NEWARK PUBLIC LIBRARY ROOM USE AGREEMENT

I am aware of the Newark Public Library's Meeting Room Policy and I will be the responsible party during our group's use of this room.

Print name: _____

Signature: _____

Address: _____

Phone: _____ Group Affiliation:

Photo ID or library account verified _____ Staff Initials: _____