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NEWTON PUBLIC LIBRARY MEETING ROOM POLICIES

Newton Public Library welcomes the use of the Bessmer Meeting Room and the Board Room for use by the citizens of Newton and Harvey County during the Library’s regular hours of operation. As an institution of education for democratic living, the Library welcomes the use of its meeting rooms for socially useful and cultural activities and the discussion of current public questions.

MEETING ROOM AVAILABILITY

Library related activities will be given priority in scheduling. All other scheduling for the meeting rooms must be reserved by the users on a first come first serve basis. No standing reservations may be made. The meeting rooms may be booked no more than 90 days in advance.

The meeting rooms are available without charge to organized non-profit associations, tax-supported institutions and government entities holding a meeting or event that is both open and free to the public and no fee or donation is charged or solicited for the meeting, materials or services. The meeting rooms are available for use by for-profit entities at the following rates:

Bessmer Meeting Room (main floor, east wing) 260 seated on floor or 150 seated on chairs.....\$ 20.00 per hour

Board Room (lower level) 15 seated on chairs.....\$ 10.00 per hour

Use of the Video Conferencing Equipment.....\$20.00 per hour

Use of: Computer..... \$5.00 LCD Projector.....\$5.00 Overhead Projector.....\$5.00

	2nd Century Foundation	Friends of NPL	Government	Community Groups	Non-Profit	For-Profit
Open Meeting						Fee
Closed Meeting			Fee	Fee	Fee	Fee
Admission Fee	Fee	Fee	Fee	Fee	Fee	Fee

A fifty dollar (\$50) deposit is required from all non-profit or for-profit groups if food or drink will be made available to meeting participants. A fifty dollar (\$50) deposit is required from all groups to use the meeting rooms if arts or crafts will take place in the room. If the meeting room is left in an acceptable manner, deposits will be refunded within the week following the meeting.

Permission to use a Library meeting room does not in any way constitute an endorsement by the Library of that group’s policies or beliefs, and no claim to Library sponsorship may be used in advertising.

Meetings must adjourn 15 minutes before the Library closing time.

If a question is raised as to the goals and activities of any group using the meeting rooms, the Library Board of Trustees shall be the final authority in granting or refusing permission for the use of the rooms.

RULES OF USE

The Library's meeting rooms must be left by the occupants in the same physical condition as they were before scheduled meeting or event begins.

All requests must be approved by authorized Library personnel.

Programs may not interfere with Library operation or disrupt the use of the Library by others. Persons attending the meeting are subject to all Library rules and regulations.

Persons attending meetings who bring children requiring supervision should not leave such children alone in the Library reading or hall areas during the meeting.

The Library Director is authorized to deny further use of meeting rooms in groups who are disorderly or objectionable in any way or who disregard Library regulations.

The Library is not responsible for equipment, supplies, materials, or other items owned by the group used in the Library. Equipment and displays brought in for a meeting should be removed at the end of the meeting.

No smoking, alcoholic beverage or illegal drugs are allowed on the premises of the Newton Public Library.

All reservations are subject to change, depending on the Library's need for the meeting room. The Library reserves the right to cancel non-library meetings if the room is needed for Library activities.

The Library Director and the Board of Trustees reserve the right to cancel any meeting if conditions or situations warrant that action.

Arrangements for the use of a meeting room must be made in advance by an adult representative of the group or person requesting the room.

A signed agreement identifying the responsible party, the fees to be paid (if any), date of use, number of expected attendees and requested Library equipment must be on file at the Library before the scheduled event takes place. All fees must be paid in advance of the scheduled event.

Occupants may not exceed stated capacity for the meeting rooms:
Bessmer Room = 260; Board Room = 15.

An adult supervisor must be in attendance at all times to accept responsibility of the conduct of the group, the care of the facility and the equipment used. When the activity involves minors (under the age of 18 years), additional supervisors must be provided at the ratio of one (1) Adult to every fifteen (15) minors.

Set-up and special arrangements are the responsibility of the user. Furniture must be restored to original positions after meetings. Library facilities shall be left in a clean and orderly condition.

No tacks, nails or tape are to be placed on doors, walls or furniture.

Meetings must adjourn 15 minutes before the Library closing time.

The individual or the group representative requesting the meeting room must agree that the Newton Public Library Board of Trustees and the Library staff are not responsible for any loss, damage, liability, cost and/or expense incurred during the use of the meeting room. Those using the facility must assume full responsibility for injury and are responsible for any damage to the premises, equipment and furnishings during the use of the room(s). The Library provides no insurance to cover medical/dental expense, hospitalization or disability on individuals using the facility.

*Approved by the NPL Board of Trustees
07/09/2007*