



Meeting Room Reservation Form

Newton Public Library welcomes the use of its meeting rooms by organizations engaged in educational, cultural, intellectual, charitable, advocacy, civic, religious, or political activities.

Name of Group Requesting Room: _____

Description of Group: _____

Title & Description of the Event: _____

Date & Time Requested: _____

Expected Number of Attendees: _____ Expected Age Range of Attendees: _____

Is the Event Open to the Public? YES NO

Designated Contact Person Name: _____

Phone: _____ Email: _____

Please note the following policies apply to all to meeting room reservations. For a complete list of policies, please see the attached NPL Meeting Room Policy.

- * Meeting rooms may be reserved no more than 3 months in advance.
- * Events must be scheduled during library open hours, including all setup and take-down
- * All publicity concerning events should make clear that the library is not the sponsor, and should include the statement: *“Not a program of Newton Public Library.”*
- * No admission fees may be charged
- * Attendees may not be presented with an opportunity to invest in anything at this event
- * Attendees must comply with the library’s Code of Conduct
- * Private & For-Profit Groups conducting closed events are charged fees of \$20/hour for Bessmer Room and \$10/hour for Board Room
- * NPL reserves the right to cancel any reservation at any time

I acknowledge that I have read and agree to the Newton Public Library Meeting Room Policy and consent to be bound by its terms. I assume responsibility for damage, loss, theft, or misuse of library equipment or facilities. I understand that my reservation must be confirmed by library staff, and staff may ask for additional information to determine whether the proposed event meets policy criteria.

Signature of Group Coordinator (must be 18 or older)

Date

STAFF USE ONLY:

Reservation Approved?	Y N	Date & Initial: _____	Fee? Y N	Amount: _____
Group Notified of Decision?	Y N	Date & Initial: _____	Paid? Y N	
Event Added to Calendar?	Y N	Initial: _____	Method: _____	Initial: _____