



# INTRUST 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 Requested: \_\_\_\_\_ Time Requested: (Include Setup/Tear Down): \_\_\_\_\_

Expected Number of Attendees: \_\_\_\_\_ Expected Age Range of Attendees: \_\_\_\_\_

Circle any technology needed for the event: Projector/Screen   Microphone   HDMI Cable   Assisted Listening Devices

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 NPL Meeting Room Policy.**

- \* Meeting rooms may be reserved no more than 3 months in advance.
- \* The library has chairs (stored stacked on chair carts) and tables (on wheels). Groups are responsible for setting up and tearing down their own tables & chairs. Any technology needs should be communicated in advance to Library staff.
- \* Events must be scheduled during library open hours, including all setup and take-down. Leaders can arrive at 9 a.m. Meetings should not be scheduled to begin before 9:30 a.m. All attendees must leave the library by normal closing time (8 p.m. Monday-Thursday, 6 p.m. Friday-Saturday).
- \* 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 \$25/hour for INTRUST 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: \_\_\_\_\_  
Group Notified of Decision?   Y   N   Date & Initial: \_\_\_\_\_  
Event Added to Calendar?   Y   N   Initial: \_\_\_\_\_

Fee?   Y   N  
Amount: \_\_\_\_\_  
Paid?   Y   N  
Method: \_\_\_\_\_ Initial: \_\_\_\_\_