

## 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. 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. Arrangements may be made for Library-supported programming outside of library hours. 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 must be reserved. For all reservations, the library must have a contact name and phone number.. The library should be notified promptly of any cancellations.
- ◆ 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.
- ◆ Meeting Rooms can be booked no more than two months in advance.
- ◆ Maximum capacities are: Community Room, 56 people; Renner Room, 27 people; Fayette Hall Room, 7 people; Friends of the Library Room, 4 people.
- ◆ 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.
- ◆ The library is not responsible for or required to notify reservation holders of emergency closings. Closures are posted on the library's Facebook Page.

*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, 12/11/2025*

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