

Newport Public Library Meeting Room Policy

Newport Public Library (NPL) provides meeting room space as a public service, but does not endorse the views or opinions of groups utilizing these facilities. We do this in support of our Freedom of Speech, as guaranteed by the First Amendment to the Constitution of the United States.

Meetings held in the library are considered public meetings and are open to all people wishing to attend. Meetings are subject to health and safety requirements of the Pennsylvania Department of Labor and Industry for public gatherings, as well as applicable local ordinances. A schedule of meeting room bookings is posted publicly at NPL.

Use of the meeting rooms at NPL are subject to the following priority categories:

1. Programs or meetings sponsored by NPL or Friends of NPL,
2. Programs or meetings sponsored by local government agencies,
3. Programs or meetings sponsored by educational institutions,
4. Programs or meetings sponsored by non-profit organizations,
5. Programs or meetings sponsored by business or commercial interests,
6. Programs or meetings sponsored by individual citizens.

I. Meeting Room Availability:

The Board of Trustees of Newport Public Library encourages community organizations to make use of the meeting rooms in the library's lower level. Rooms may be reserved for such times as they are not needed for library functions (see above). NPL reserves the right to limit use of the rooms to those organizations whose activities will not interfere with normal library operations and programs. Application for the use of the room shall be approved by the Library Director in advance of any use.

II. Basic Use of Meeting Rooms:

Basic use of the meeting rooms may be made by community organizations at no charge. Basic use includes the use of one room and availability of rest rooms for a specified period of time during the library's normal business hours, subject to the following conditions:

1. The Newport Public Library (building and grounds) is a tobacco-free, alcohol-free, and drug-free premises.
2. The use of meeting rooms is offered without rental fee as long as the meetings or programs are free of charge to the public, and do not generate revenue. If revenue is generated, an hourly fee will be assessed for each meeting room used. Revenue is defined as proceeds from sales, admission or attendance fees, or tuition by a non-profit, for-profit, or governmental organization, group, or agency. This includes "free" educational programs which intend to generate future revenues for the presenter(s). An exception is made for profit-making endeavors held specifically for the benefit of the library. An organization or individual wishing to charge a fee or to sell items or services for the benefit of the library must obtain written permission from the Director before such an event occurs. No reservation is final until payment is received.
3. The meeting room is not available for (a) the solicitation of funds, other than specifically for NPL (see #2 above), (b) as a headquarters for any organization, (c) or when, in the opinion of the Board, the proposed use of the room will result in disruption of library services, endangerment of NPL's non-profit 501(c)3 status, endangerment of public safety, civil disorder, or public unrest.

4. Reservations will be accepted in the order of receipt of application. No reservation is final until payment, if required, is received.
5. The library will not remain open for meeting room use in the event of a weather or utility related closure situation.
6. Limited parking in the lot at the rear of the building is available, as is limited on-street parking. Additional parking arrangements, if needed, are the responsibility of the applicant.
7. The sponsoring group or individual making application for use of facilities assumes all responsibility for leaving the premises in the condition in which they were found, including the arrangement of furnishings and the cleanup of trash. A fee will be assessed to recover the cost of excessive cleanup, if required as a result of the use of the room.
8. Abuse of the library meeting room policy or physical damage to the facilities will result in the withdrawal of the privilege to use the meeting room. Walls may not be used for mounting or hanging pictures, displays, posters, etc. Damage to the facility will be billed to the group or individual responsible for the room and may result in restriction from further use.
9. The NPL Board of Trustees may refuse use of the rooms to organizations that have, in the past, reserved the room and not shown up for their reserved time.
10. Questions regarding meeting-related policies and procedures may be resolved by the Director. A patron may appeal a meeting room decision by written request to the Director within fourteen (14) days of the denial of library service. The Newport Public Library Board of Trustees shall be the final authority in granting or refusing permission for the use of library facilities.

III. Additional Services:

Additional services available to or requested by the applicant may require additional fees, including, but not limited to:

1. Use of a meeting room outside of NPL business hours, contingent upon agreement by a staff member to be present in the building during the event
2. Use of kitchen facilities and/or equipment and/or supplies
3. Publicity for the event done by NPL staff
4. Rental of special equipment from NPL (i.e., A/V equipment) See separate listing.
5. Other than normal custodial care
6. A security deposit may be required for uses in which the potential for damage or extra custodial care may exist, which are refundable to the extent that the premises is left in the same condition as it was prior to the event.

V. Application for Meeting Room Use:

Please note: All meetings on NPL premises must be open to attendance by the general public.

Name of Applicant Organization or Individual: _____

Name of Contact Person: _____

Address of Contact Person: _____

Phone Number/Email of Contact Person: _____

Date of Desired Meeting Room Use: _____

Purpose of Meeting Room Use: _____

Will revenue be generated as a result of this meeting room use? Revenue is defined as proceeds from sales, admission or attendance fees, or tuition by a non-profit, for-profit, or governmental organization, group, or agency. This includes "free" educational programs which intend to generate future revenues for the presenter(s). _____

Additional services requested:

The applicant for the use of the meeting room agrees that the organization or person named in the application shall be responsible for damages for personal injuries to attendees (persons using the library premises as the result of the user inviting such persons on the premises) of the meeting or for whatever purpose such persons may be on the library premises at the applicant's invitation. The applicant assumes all responsibility for payment of any claims of damages for injury, indemnifies and holds NPL harmless from any such claims, damages, awards, judgments, or causes of action, regardless of NPL's negligence or lack of negligence in connection with such person's injuries. The applicant may obtain insurance to cover its liability for such claims; however, any such insurance shall contain a waiver of subrogation rights of the insurer as against the library. The applicant also agrees to advise all persons on the library premises at its invitation of these limitations of liability of NPL and the assumption of such liabilities by the applicant.

Signature of applicant: _____ Date: _____

Newport Public Library Board of Trustees reserves the right to modify this policy at any time.

IV. Meeting Room Fee Schedule:

A fee of \$25.00 per hour will be charged for meeting room use if revenue is generated from such use. Revenue is defined as proceeds from sales, admission or attendance fees, or tuition by a non-profit, for-profit, or governmental organization, group, or agency. This includes "free" educational programs, the intent of which is to generate future revenues for the presenter(s).

Additional services available to or requested by the applicant may require additional fees, including, but not limited to:

- Use of a meeting room outside of NPL business hours, contingent upon agreement by a staff member to be present in the building during the event, will be charged at a rate of \$25.00 per hour.
- Use of kitchen facilities and/or serving of food at the event \$20.00
- Publicity for the event done by NPL staff Includes submission of News-Brief in the Newport News-Sun, posting of event on the library bulletin board, and faxing of event details to local radio stations, \$20.00
- Rental of special equipment from NPL (i.e., A/V equipment) See separate listing.
- Other than normal custodial care will be charged the actual cost of restoring the room to its original condition.
- Security deposit for uses in which the potential for damage or extra custodial care may exist, and refundable to the extent that the premises is left in the same condition as it was prior to the event. If deemed necessary by Board of Trustees or Director, the security deposit shall be an amount consistent with the expected cost of damage or extra custodial care.

Adopted: Nov. 9, 2005

Revised: July 14, 2010