Newton Free Library
The door to your imagination

Library Director
Philip E. McNulty

Mayor
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Newton Free Library Meeting Room Rental Policy
(Effective Date: October 21, 2009)

Mission:
The mission of the Newton Free Library is to provide the widest possible range of Library services for the educational, cultural and recreational enrichment of all members of the Newton Community.

Eligibility for Use:
- The primary purpose of the Library's meeting rooms is for programs sponsored by the Newton Free Library with such use to be in agreement with the general purposes and priorities of the Library. As such, the provision of meeting room space must always be subordinate to the paramount need to provide a safe, peaceful, and respectful environment in which to read and study. Use of meeting rooms shall allow Library patrons their customary use of Library facilities, allow Library staff the normal performance of their duties, and maintain the safety of the Library building and collection. Use of meeting rooms for Library purposes shall take precedence over all other uses.
- Meeting rooms are primarily for Library programs and secondarily for City of Newton Municipal meetings. Nonprofit organizations registered with the appropriate state agency at a Newton address may reserve the rooms, as available on a first-come-first-serve basis.
- All programs must be free, open to the public and of an educational, cultural, or civic nature.
- Permission to use the rooms will be granted to adults, or adult-supervised minors only.
- The Library Trustees or their designee reserve the right to use their discretion in deciding if the use of a room is consistent with this policy.
- The Library reserves the right to restrict frequency of use by non-Library agencies. Unless otherwise authorized, use is limited to one meeting per year.
- Other groups, not within the above categories, that have used Library meeting space prior to the implementation of this policy, may also be eligible to rent meeting space at the Library.

Rules:
- In order for a reservation to be deemed complete, the organization's authorized applicant must submit, in fully executed form, at least 14 days before the date for which the room is desired, all required materials (request for permission form, payment, proof of eligibility, indemnification, insurance or other certificate and/or materials requested hereto).
- Groups reserving meeting rooms shall comply in all respects with the provisions of this policy. The applicant signing the request for permission form must agree to the Library's regulations regarding the use of its meeting spaces (this document), and pledge the cooperation of their organization in following the regulations. The applicant is responsible for the care of the Library's meeting space and equipment therein during their organization's use of it.
- The authorized applicant must submit their request for permission form to the Library's Administrative Office on his or her organization's letterhead showing that they are Newton-based and not a chapter of a state or national organization. They may be asked to present evidence of nonprofit status and/or official registered address.
- Any false, misleading or incomplete statement by the applicant shall be grounds to forbid the use of meeting rooms by the applicant group.

- Payment in full must be made before use of room. All checks must be payable to the Newton Free Library.
- The organization's event publicity must clearly state the name of the sponsoring organization with its contact phone number (not the Library's). Groups may identify the Library and provide its address in their publicity for the meeting location but potential attendees should be directed to contact the sponsoring organization for information about the meeting.
- In allowing a group to use a meeting room, the Board of Library Trustees and Library staff do not imply any endorsement of the group's beliefs, policies or program. No group's publicity shall state or suggest that the Newton Free Library, the Board of Library Trustees, the City of Newton or the Library staff sponsors or endorses the meeting, the group or any particular set of ideas.
- Smoking or the serving of alcoholic beverages is prohibited inside the building or on Library grounds.
- The use of lit candles, the piano or the kitchen is prohibited.
- The rooms are available for use only during regular Library hours.
- All requests for use of available equipment and room setup must be made at least two weeks in advance.
- Neither solicitation nor collection of funds for any reason shall be permitted at any meeting.
- Groups shall, at their own expense, procure any license or permit necessary to conduct their meetings.
- The Board of Library Trustees or its designee reserves the right to reject a reservation request if the anticipated meeting is likely to be too large for the applicable room capacity or in any other way inconsistent with or in contravention of any of the terms and conditions of this policy.
- The Board of Library Trustees reserves the right to determine, in its reasonable discretion, whether any proposed use of a meeting room will require a police detail or other extraordinary police protection. If the Board of Library Trustees determines that such police protection will be reasonably necessary, the group shall be required to arrange for the police detail and pay the cost.
- Any expenses are the full responsibility of the organization using the Library's facilities. The Library is not responsible for the loss or damage of an organization's property or the property of individuals in attendance.
- Groups must provide for their own special services such as the use of a telephone or the transmittal of messages. In addition, groups must use their own mailing address for any correspondence, sent or received, pertaining to the event.
- Cancellation of a meeting should be reported promptly to the Library. A full refund will be issued via mailed check to groups cancelling with one week's notice or more. A $25 fee will be charged for cancellations with less than one week's notice.
- The Library reserves the right to cancel the use of the facility as the result of an emergency. A full refund will be issued via mailed check if the Library cancels a reservation.
- Decorations and/or displays must be limited to tables or easels. Use of the walls is prohibited. Library materials on display in the meeting rooms shall be left intact.
- Groups must clean up after themselves and leave the room in the condition in which it was found. Leftover food, trash or other items must be cleared and removed. Failure to do so could jeopardize future rental of Library meeting spaces. Groups are responsible for any damage to Library property.

	Occupancy Limits:	**Rental Fee**
Druker Auditorium	140	$175
Meeting Room A	14	$50