

Meeting Room Procedures and Responsibilities

The Newburgh Chandler Public Library is happy to provide a gathering place for the community. To allow for larger groups to utilize the space, the Bell Road library offers two meeting rooms and the Chandler library offers one meeting room, all available by reservation. The library provides meeting rooms on an equitable basis, regardless of the beliefs or affiliations of groups requesting their use. Use of a meeting room does not imply sponsorship, endorsement, support or co-sponsorship by the library and organizations should not imply that the event is in any way sponsored or endorsed by the library.

Booking a Meeting Room

To book a meeting room fill out a Meeting Room Request form, which can be accessed online or at the library. It is helpful to call the library or look at the online schedule to see if the date and time you would like is available before filling out the paperwork. You must be 18 years or older to reserve a meeting room.

Due to the high volume of use of the meeting rooms, a reservation will not be confirmed until the building manager has received a signed Meeting Room Request form and payment, if applicable. To accommodate as many groups as possible, the meeting rooms may not be booked more than a year in advance. Library programs take precedence over the activities of outside groups. The library reserves the right to cancel, with due notice, an outside group's reservation for the library's own use of the meeting room.

There is a \$50 rental fee for either of the two meeting rooms at the Bell Road library and for the room at the Chandler library. If both rooms at the Bell Road library are booked, the fee is \$100. This fee is waived for any groups with 501©3 non-profit status or at the discretion of the Director. If you cancel at least 3 days prior to your scheduled meeting, you will receive a refund.

Responsibilities

The library's behavior policy applies to all activities in the meeting room. Please review the policy before scheduling your meeting. It is available at <http://www.otpls.org/policies/behavior-policy/>.

The person signing the Meeting Room Request form agrees to be financially responsible for any damages to library property that occur as a result of their activity or that are caused by its participants and for the cost of any extraordinary cleaning that may be necessary as a result of the activity.

The library is not responsible for any lost or stolen items that are left in the meeting room.

After any meeting or activity, the library asks that you fill out a Room-Use Form. This information goes to the State for reporting use of the facility. Meetings cannot exceed the capacity of the meeting room.

Access to the meeting room is available when the library opens and we ask that meetings or activities end and the room is vacated 30 minutes prior to closing. Exceptions can be made with the Director's approval.

The library offers a kitchen in one of the rooms available at the Bell Road library and in the room available at the Chandler library.

- Groups wishing to use the kitchen should request the appropriate room
- Groups must bring and use their own food, drinks, dishes, cutlery, etc.

- Kitchen appliances may be used to cool or warm foods but may not be used for extensive preparation of foods beforehand
- Groups may use the coffee makers or urns but we ask that you provide your own coffee, filters, etc. Please rinse and dry what you use
- Kitchen must be left clean and in order
- Any trash must be left inside the garbage can provided or the trash must be removed from the premises

Serving alcohol in the meeting rooms is prohibited unless the group has received prior approval from the Director.

Soliciting or selling products is prohibited unless the group has received prior approval from the Director.

The library reserves the right to terminate the use of library facilities and to refuse future use of its meeting rooms by groups or individuals. Some behaviors that will result in loss of meeting room privileges include, but are not limited to:

- Activities that result in more than normal wear or tear
- Groups who fail to clean up after themselves
- Groups who do not show up at their scheduled time, without giving the library notice
- Groups who do not vacate the room at the appointed time
- Groups that misrepresent the purpose of the meeting

In the event that the library closes due to extreme weather, staff will try their best to notify the meeting coordinator. The organization will have the option of rescheduling or receiving a refund.

Request for Use of Meeting Room

<i>This Section for Library Staff:</i>	Date and Time Turned In:	Staff Initials:
	Confirmation Date and Initials:	

1. Organization/Group/Event Name _____

Address _____ City/State/Zip _____

Phone _____ Email Address _____

2. Name of Person Requesting Room _____

Address _____ City/State/Zip _____

Phone(s) Cell _____ Home _____ Work _____

Email Address _____

3. Type of Meeting/Activity

___ Individual or Group Not-for-Profit (Proof of 501(c)3 status)

___ Individual or Group-for-Profit ___ Private Party

4. Meeting Room Requested

Bell Road ___ Diamond Room ___ Emerald Room ___ Both Rooms combined

Chandler ___ Community Room

5. Meeting Day(s) _____ Date(s) _____
(List multiple dates in right margin)

Entry Time _____ *Exit Time _____

*Groups are to be cleaned up and out of room 30 minutes prior to library closing.

6. Estimated Attendance per meeting/event _____

7. Equipment Needs Based on Library Availability

___ Multimedia Projector ___ Podium ___ Easel

___ Laptop ___ Microphone ___ Dry Erase Markers

___ AV cart only

8. Requested Room Arrangement

___ Chairs only (theater style) ___ Food Table(s) ___ Gift/Registration Table(s)

___ Tables with chairs

9. Room Rental Fee:

There is a \$50 room rental fee for private and for-profit individual or group events for either room at Bell Road or the room at Chandler. If both rooms at the Bell Road Library are booked, the fee will be \$100. If you cancel at least 3 days before your scheduled meeting, you can request a refund.

Payment made by ___ Cash ___ Check

10. Certification:

I have read and agree to abide by the Meeting Room Procedures and Responsibilities.

Signed _____