

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, visit our online reservation site at <https://ncplibraries.libnet.info/reserve>. 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 approved until the building manager has received notice of an online reservation request and received either proof of non-profit standing or payment, if applicable. To accommodate as many groups as possible, the meeting rooms may not be booked more than six months 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 \$100 rental fee for either of the two meeting rooms at the Bell Road library and \$50 for the room at the Chandler library. When renting the combined rooms at Bell Road, the fee is \$200. This fee is waived for any groups with non-profit status or at the discretion of the Director. If notice of cancellation is received within 7 days before your event date, you will receive a refund of the rental fee.

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 <https://www.ncplibraries.org/policies/behavior-policy/>.

The contact person 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. If a meeting room is in an unsatisfactory condition when a group takes possession of the room, a group representative must notify library staff immediately.

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

After any meeting or activity, please fill out a Room-Use Form. Meeting participants cannot exceed the capacity of the meeting room. The capacity for each meeting room individually (the two rooms at Bell Road and one at Chandler) is 50 people. The two rooms at Bell Road combined have a capacity of 100 people.

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
- Meeting room and 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. Also, all open flames are prohibited.

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 make reasonable attempts to notify the meeting coordinator. The organization will have the option of rescheduling or receiving a refund.