

New Cumberland Public Library

2nd Floor Meeting Room Policy

STATEMENT OF PRINCIPLE

The New Cumberland Public Library is a limited public forum and provides meeting room space primarily for library and county library system programs and for other meetings and programs of an informational, educational, cultural, and civic nature. Any local New Cumberland not-for-profit group is invited to apply for use of the Library's meeting room. Meetings must not be open to the public, and limited in size. Meetings are approved based on availability, staffing, and existing use. Library programs have precedence over outside organizations.

The New Cumberland Public Library provides meeting room space as a public service but does not endorse the views or opinions of groups utilizing these facilities.

Meeting rooms at the New Cumberland Public Library are not available for private groups to rent for a fee.

The **maximum capacity** of the 2nd Floor Meeting Room is: **15 people**

Meeting Room Policies & Procedures

COMPLETE AN APPLICATION FORM

1. Any nonprofit community group or agency desiring to use the meeting room must complete an application form available from the Library. An applicant must be an adult over the age of 18, be a resident within the Cumberland County service area, and have a library card with the Cumberland County Library System.
2. Applicants are generally approved to use the meeting room once per calendar year. Applications should be made at least one month prior to the meeting. In the event that a meeting is canceled, the Library must be notified as soon as possible so the space may be made available to others.
3. Library Staff will notify you of the status of your application within 2 weeks of your request.
4. The Library Director reserves the right to cancel the use of the meeting room. In the case of cancellation, Library Staff will notify the group's applicant as soon as possible.
5. During inclement weather, we strongly recommend that you check to ensure the Library is open before attending the event. For weather related closing information, visit the Library's website at newcumberlandlibrary.org.

USE OF ROOM POLICIES

1. Meeting hours must correspond to the hours the Library is open to the public and the group must vacate the Library by the Library's closing time.
2. The use of the meeting room is free of charge and the meetings or programs must be free of charge and not generate revenue. An exception is made for profit-making endeavors made for the benefit of the Library. An organization or an individual wishing to charge a fee or sell items or services for the benefit of the Library must obtain written permission from the Director before such an event occurs.
3. The Library has tables and chairs available. Arrangement for the number of tables needed should be mentioned in advance to the staff. The organization handles its own meeting room setup and may arrange furnishings as needed, as long as the furnishings are not at risk of damage. Walls may not be used for mounting or hanging pictures, displays, posters, etc.
Room arrangement must be returned to its original setting before leaving. Any equipment, materials or furniture belonging to any group cannot be stored in the Library.
4. The sponsoring group or individual making applications for use of facilities assumes all responsibility for damage to Library property and 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 for any cleanup by staff or if a room is not vacated by the scheduled time. Damage to the facility will be billed to the group or individual responsible for the room and could result in restriction from further use.
5. If security (police, personnel, etc.) is necessary, the cost of such security will be the responsibility of the sponsoring group.
6. Smoking is not permitted in Library buildings. The consumption of alcoholic drinks is not permitted in Library buildings or on Library property, unless special permission has been previously approved.
7. Organizations not fulfilling their obligations as stated in this and other Library policies and procedures may be denied use of the Library's meeting room facilities until such time as these obligations have been met to the Library's satisfaction.