

New Cumberland Public Library
Use of Meeting Rooms/Library Facilities
717-774-7820

Statement of Principle:

The New Cumberland Public Library is a limited public forum and provides meeting room space for library system programs and for other meetings and programs of an informational, educational, cultural, and civic nature. Any not-for-profit group is invited to apply for use of the library's meeting room.

The New Cumberland Public Library provides meeting room space as a public service but does not endorse the view 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.

Available Meeting Room:

Library	Maximum Occupancy
2 nd Floor Browsing Room	15

Scheduling a Meeting Room:

1. Any not-for-profit group desiring to use the meeting room must complete an application form available in the library. An applicant must be an adult age 18 and over, be a resident within the Cumberland County service area, and have a library card with the Cumberland County Library System.
2. Applicants may use the meeting room once a year. Applications should be made one month prior to the meeting. In the event that a meeting is cancelled, the library must be notified as soon as possible so the space may be made available to others.
3. The Library Director will notify you of the status of your application based on the meeting room policy.
4. If the library cancels or changes the use of a meeting room, the library staff will notify the group or individual as soon as possible.
5. During times of inclement weather, we strongly recommend that you check to ensure the library is open before attending the event. Call the library at 717-774-7280 or visit the library's website at www.newcumberlandlibrary.org.

Meeting Hours:

The time of the program must correspond to the hours the library is open to the public and the group or individual must vacate the meeting room by the library's closing time.

Meeting Room Financial Rules:

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.

Furniture Arrangement:

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's buildings.

Clean Up, Damage, and Extra Costs:

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. If security (police, personnel, etc.) is necessary, the cost of such security will be the responsibility of the sponsoring group.

Smoking and Alcoholic Beverages:

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.

Meeting Room Privileges:

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.