

## Library Groups

The Meeting Room is unavailable during the following times due to Library group use

### GREAT BOOKS

September through June

1st and 3rd Mondays  
10:30 AM - 12:30 PM

2nd and 4th Wednesdays  
10:30 AM - 12:30 PM

### RUTH'S MYSTERY DISCUSSION GROUP

1st Thursday of each month except July  
10:15 AM - 12:00 PM

### WRITE-ON WRITER'S WORKSHOP

2nd Saturday of each month  
10:30 AM - 12:30 PM

### CHILDREN'S BOOK WRITERS' CRITIQUE GROUP

3rd Saturday of each month  
2:00 - 4:00 PM

### COUPONING WORKSHOP

3rd Saturday of each month  
11:00 AM - 12:00 PM

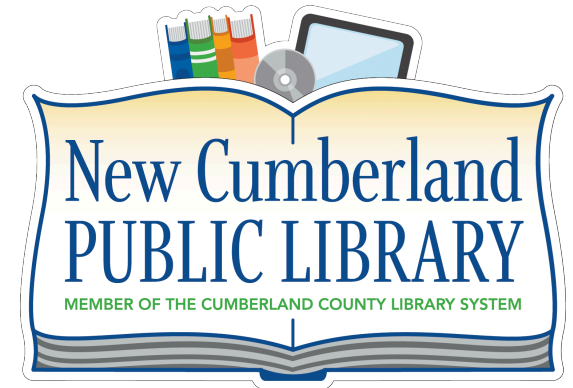
Library hours are:

|           |              |
|-----------|--------------|
| Monday    | 10 AM - 8 PM |
| Tuesday   | 10 AM - 8 PM |
| Wednesday | 10 AM - 8 PM |
| Thursday  | 10 AM - 8 PM |
| Friday    | 10 AM - 5 PM |
| Saturday  | 10 AM - 5 PM |



## New Cumberland Public Library

1 Benjamin Plaza  
New Cumberland, PA 17070  
717-774-7820  
[www.newcumberlandlibrary.org](http://www.newcumberlandlibrary.org)



## MEETING ROOM

## Essential Elements of the New Cumberland Public Library's Meeting Room Policy

- » The Meeting Room is available, free of charge, for cultural and educational purposes.
  - » Meetings must be held during regular Library hours.
  - » Meetings may be scheduled up to one month in advance.
  - » All meeting room users must comply with the New Cumberland Public Library's Meeting Room Policy, which is available at the circulation desk.
  - » The individual in charge of a group meeting in the Library meeting room is responsible for checking in with a Library staff member upon arrival to confirm the room's use and upon departure to report that all group members have left the room.
  - » Room capacity:  
2nd Floor Browsing Room 15
  - » Meeting rooms at New Cumberland Public Library are not available to rent for a fee.
- New Cumberland Public Library  
is a non-smoking facility.

## Application for the Use of the Meeting Room New Cumberland Public Library

Name of group or individual: \_\_\_\_\_

Individual responsible:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (cell) \_\_\_\_\_ (home) \_\_\_\_\_

Purpose of the meeting:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated attendance at meeting: \_\_\_\_\_

Requested Date:

Hours:

|       |                |
|-------|----------------|
| _____ | _____ to _____ |
| _____ | _____ to _____ |
| _____ | _____ to _____ |

### Statement of Responsibility:

I/We have read the meeting room and library/facilities policy and agree to conform with its rules. I/We further affirm that our group shall assume financial responsibility for any and all damages caused to the Library by our group and/or its guests while using the facility and understand that we will be assessed any necessary cleanup costs entailed by the Library staff.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date of Application \_\_\_\_\_