

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

- Meeting Rooms are 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 a 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 a Meeting Room New Cumberland Public Library

Name of group or individual: _____

Individual responsible: _____

Name: _____

Address: _____

Telephone: (work) _____ (home) _____

Email Address: _____

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: _____

Discussion Groups

Currently scheduled to use the Meeting Room

Great Books September through May

1st and 3rd Mondays

10:30 AM-12:30 PM

2nd and 4th Wednesdays

10:30 AM to 12:30 PM

Ruth's Mystery Discussion Group

1st Thursday of each month except July

10:15 AM

Write-On Writer's Workshop

2nd Saturday of each Month

10:30 to 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



Open Hours:

Monday—Thursday:

10:00 AM —8:00 PM

Friday:

10:00 AM-5:00 PM

Saturday:

10:00 AM—5:00 PM

**New Cumberland
Public Library**

Meeting Rooms

New Cumberland Public Library

1 Benjamin Plaza
New Cumberland, PA 17070
717-774-7820

www.newcumberlandlibrary.org

