



MEETING ROOM USE POLICY

The Newton Free Library offers the use of three meeting rooms as a way to further its mission to bring the community together in meaningful ways. Meeting rooms are available on a first come, first-serve basis regardless of the beliefs or affiliations of the group making the request.

Permission to use the Library's meeting rooms does not imply any endorsement of the group's policies or programs by the Newton Free Library, the Trustees of the Newton Free Library, or the City of Newton.

All events must be:

- free;
- open to the public;
- of an educational, cultural, or civic nature;
- accessible by all. Renters should be prepared to provide a qualified sign language interpreter if requested to do so.

Available Rooms:

Room A (first floor)

Rental Fee: \$25/session

- A table (42in X 114in) with seating for up to 14 people
- No audiovisual set-up or services

Druker Auditorium (first floor)

Rental Fee: \$175/session

- Seating for up to 140 people with tables (three layout options available)
- Podium with microphone
- Audiovisual equipment:
 - Screen
 - HDMI compatible Projector
 - PC Computer
 - BluRay/DVD player
 - Assistive-listening capabilities
- Audiovisual support:
 - No last minute requests will be accommodated.
 - PC-formatted USB drive only. (Apple-based software is not supported.)
 - The Library will make the room available thirty minutes before the event with a staff member for audiovisual set-up.

Note: The piano is for library-use only and will remain on the stage at all times.

Reservations:

The Library prioritizes requests as follows:

1. Library;
2. City of Newton;
3. Non-profit, Newton-based organizations with 501(c)(3) certification, designating the organization as tax exempt.

To apply:

- Contact the Library's Administrative Office at least 14 days prior to the event to determine availability. (Reservations are not accepted more than 90 days in advance.)
- Submit the following materials:
 - o [Meeting Room Request Form](#) (note: request Druker Auditorium audiovisual needs clearly.)
 - o Payment (by check to The Newton Free Library)
 - o Proof of eligibility (501 (c)(3) certificate)
 - o Indemnification of responsibility form

Cancellations:

Please notify the Library as soon as possible to cancel a reservation. Cancellations made prior to seven days before the event will receive a full refund. Cancellations within seven days will be charged \$25.

Additionally, the Library Director and Newton Free Library Board of Trustees reserve the right to cancel a reservation due to weather or other emergency. In the event of a cancellation, a refund will be issued if rescheduling is not possible or agreeable to both parties.

Policies:

No solicitation of funds.

Meeting rooms may be used by political groups except for campaign purposes or events promoting a single candidate or one side of an issue. Solicitation or receiving of campaign or political contributions is prohibited, pursuant to G.L. c.55, §14.

Library meeting rooms are only available during regular Library hours. All meetings must end at least 15 minutes prior to Library closing.

Activities cannot violate federal, state, or city law, or the Newton Free Library's Behavior Expectation Policy which includes respect for the comfort and safety of fellow Library users and staff, and unimpeded use of the Library and its resources.

The name, address, and/or phone number of Newton Free Library cannot be used as the official address or headquarters of groups using library meeting rooms. If the group issues any print or online publicity, it must state that programs are not sponsored, co-sponsored or approved by the

Library by using the following statement: “This program is not sponsored by the Newton Free Library.”

The Library is not responsible for the loss or damage of the group’s property, or the property of attendees.

The Library Director and Newton Free Library Board of Trustees reserve the right to:

- Refuse a reservation, or restrict frequency of reservations by a single entity;
- Determine whether a police detail is necessary at the renter’s expense;
- Cancel any meeting or program in the event of unexpected building closure.

Alcohol is prohibited. Light refreshments may be served. Renters are responsible for the cleanup and removal of any refuse.

The applicant is responsible for adhering to the rules laid out in this policy, as well as the care of the Library’s meeting space and equipment. Rooms must be left in the condition in which they were found.

Approved by the Board of Library Trustees on October 21, 2009; Amended February 12, 2020, September 21, 2022.