MEETING ROOM USE POLICY

The primary purpose of the Library's Meeting Rooms is to provide space for library activities. When not in use for these purposes, rooms may be made available to the community for civic, cultural, or educational events or meetings.

Meeting Rooms may only be reserved by organizations. They may not be reserved for an individual or a private event.

In accordance with the American Library Association's *Library Bill of Rights*, the Newton Free Library makes "[meeting rooms] available on an equitable basis, regardless of the beliefs or affiliation of individuals or groups requesting their use."

Permission to use the Library's Meeting Rooms, granted by Library Administration, does not imply any endorsement of the group's opinions, policies, or programs by the Newton Free Library, the Trustees of the Newton Free Library, or the City of Newton.

For the purpose of this policy, "Meeting Rooms" are limited to: Druker Auditorium, Meeting Room A and Meeting Room B. Other spaces may be included at the discretion of the Library Director.

Acceptable Uses of Library Meeting Rooms

Meeting rooms may be used for:

- Library, City, or Government affiliated meetings or training.
- Educational, civic, or cultural events (organized activities or gatherings aimed at promoting community engagement and learning).
- Meetings (gatherings that are open to the public, not member-only or private events.)

Prohibited Uses:

Rooms may not be used for:

- Commercial or profit-making activities (including client solicitation, sales, or fundraising), except those by Board of Trustees and Friends of Newton Free Library. See Sales and Solicitation Policy.
- Selling or advertising products or services.
- HOA meetings or private board meetings.
- Study groups (See Study Room Reservations).
- Social functions e.g. parties or celebrations.
- Rehearsals or music recitals.
- Partisan political campaigning, campaigning around one candidate or ballot issues, and/or fundraising are not permitted (per M.G.L. c.55, §14). Meet the candidates or ballot measure educational events may be held if a good faith effort has been made to invite all candidates or representatives on ballot measures.

General Guidelines:

- Events must be open to the public and free of charge.
- Meeting rooms must be used in accordance with all Newton Free Library policies, including the Library's Behavior Policy.
- Use of meeting rooms must not interfere with normal library operations or disrupt other patrons.
- The Library is a **limited public forum**; as such, the Library reserves the right to reject applications for proposed uses that conflict with this policy.

Requesting a Reservation:

Reservation requests must be made by an adult (18 years or older) representative of the group/organization.

Requests must be submitted using the applicable form or by contacting the Library Administration Office (617-796-1400).

Requests may be submitted **no more than two months** and **no fewer than two weeks** before the desired date.

- Late requests may be accommodated at the Library's discretion.

Outside organizations are limited to **three reservations** within a **six-month** period to ensure equitable access.

All reservation requests are reviewed at regular intervals and approval is contingent on compliance with this policy.

The Library reserves the right to transfer a group or organization to an area other than that requested, or to postpone or cancel the date of a reservation if necessary. Efforts will be made to provide timely notice.

Priority of Use: Reservations are accepted on a first-come, first-served basis, with priority as follows:

- First priority for Meeting Rooms is to serve the community through our library programs and functions that further the work of the Library.
- Second priority will be given to City or government agencies and organizations directly affiliated with the City or Library.
- Other groups/organizations may reserve the use of the Meeting Rooms as the schedule permits.

Approved by the Board of Library Trustees on October 21, 2009; Amended February 12, 2020.
Amended September 21, 2022. Amended October 22, 2025.

Room Description, Fees and Hours:

Room	Capacity	Rental Fee	Build-In Technology Setup
Meeting Room A	14 people	$25	None
Meeting Room B	14 people	$25	None
Druker Auditorium	140 people	$175	See "Druker Technology Setup" section below for usage details

- Meeting rooms are available **only during library hours** and the reservation time must include setup and cleanup time, including A/V setup. City and election bookings may be exempt from this rule.
- Events must conclude **at least 15 minutes before closing**.
- Renters must exit the room at the end of the stated reservation period.

Druker Auditorium Technology Setup:

- Druker Auditorium is equipped with general audiovisual equipment to facilitate meetings. For the most up to date description of the available built in technology in Druker Auditorium, please see our website here.
- Use of equipment requires **a technology appointment before the event**. Call 617-796-1400.
- Only **PC-formatted USB drives** are supported. (Apple/macOS software is not supported.)
- The Library is unable to guarantee technology will be operational at the time of an event. Library staff may not be available to assist with utilizing the equipment at the time of the event, which is why scheduling a prior technology appointment is required.
- The room will be made available **30 minutes before** the event for A/V setup.

Cancellations/Refunds:

- Cancellations may be made by notifying the Library Administrative Office at 617-796-1400. Cancellations made within 24 hours of the event may result in a forfeit of the rental fee.
- In the event of Library closure (e.g., weather, power failure), all fees will be fully refunded.

Renter Responsibilities:

- The applicant is responsible for the conduct and safety of all event participants.
- Attendance must not exceed the posted capacity of the Meeting Room.
- Groups must return rooms to their original condition.
- Damage to library property must be reported, and repair or replacement costs will be billed to the applicant.
- The City of Newton, Newton Free Library, and its employees are not liable for loss, theft, or damage of personal or organizational property.
- Disruptive activities must cease immediately upon staff request.

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- One of the organizers must be at least 18 years old and in attendance during the entire reserved time. Adequate adult supervision is required for groups of minors.
- A police presence may be required at the Library's discretion.
- The applicant must sign the Meeting Room Rental Agreement and agree to the terms therein.

Publicity and Promotion:

- The Library does **not** publicize non-library events.
- Publicity for outside events must not imply Library sponsorship or endorsement.
- Organizations may not use the Library's name, address, or phone number as their official contact information for the event or otherwise.

Privacy and Registration Forms:

- Attendees must not be required to register and / or pay a fee or make a purchase to attend.
- When name or contact information is collected, attendees must be informed of the intended use of the data.

Food and Beverages:

- Meeting Rooms must be used in accordance with the Library's Food and Beverage Policy.
- Consumption or distribution of alcohol on library property is not permitted.
- Trash must be removed or disposed of in provided receptacles.
- For food safety guidelines, contact Newton Health & Human Services at 617-796-1420.

Furnishings and Decorations:

- All furnishings must be returned to their original position.
- No decorations or signs may be affixed to walls or moved from current displays.
- Decorations are limited to tables or easels.
- No open flames are permitted.
- The piano in Druker Auditorium is for Library use only and must remain on the stage.
- No supplies may be stored at the Library outside of reservation.

Authority:
In approving this policy, the Board of Library Trustees authorizes the Library Director or their designate to implement this policy including but not limited to: terminating or denying future permission to use the room to those who violate this policy.

Decisions regarding applications for Meeting Room use are final; there is no appeal process for applications that were not selected.

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