



# POLICY

No. 7501.01  
PROPERTY

## USE OF THE MEETING ROOMS

Approved: 5/28/2008  
Revised: 2/28/24  
Revision Approved:  
4/9/2024

As part of its mission to provide access to collections and services to all members of the Newburgh community, the Newburgh Free Library likewise provides meeting rooms in the library for individuals and groups to use.

Affirming Article V of the American Library Association's *Library Bill of Rights*, use of these meeting rooms shall not be denied or abridged because of origin, age, background, or views.

Indeed, the Newburgh Free Library makes meeting rooms available to organizations engaged in educational, cultural, intellectual, charitable, advocacy, civic, religious, or political activities on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. However, the Newburgh Free Library does not advocate for or endorse the viewpoints expressed in meetings by meeting room users, just as the Library does not endorse the viewpoints of works in their collections.

### Meeting Room Use Regulations

Use of meeting rooms for Library activities shall take precedence over use by outside groups.

Meetings or events held in library spaces must be open to the public.

The Library does not collect fees for the use of library meeting rooms and organizations may not collect fees for participation in events or meetings in library spaces.

The Library reserves the right to refuse room use requests based on the availability of space, the availability of staff to facilitate the meeting, and the Library's hours of operation.

All members of groups using the Library's meeting rooms are responsible for abiding by the Library's Patron Code of Conduct. Refusal to abide by the Patron Code of Conduct will not be tolerated and may result in the revocation of meeting room use privileges.



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Food is not permitted in The Hub or E-Learning Center. Covered drinks are permitted. Event refreshments may be considered upon request and with approval from Administration.

Groups will be responsible for leaving the room in a neat and clean condition, for putting all furniture back in place, and turning off the lights. Groups using the room will be responsible for any damage incurred by program attendees. Future use of the meeting rooms may be denied to any group that violates library policy or procedure.

Reservation requests must be submitted at least 24 hours in advance using the Meeting Room Request Form on the Library's website.

Groups may reserve a meeting room no more than once a month.

All publicity relating to events must clearly state that the event is not sponsored or endorsed by the Newburgh Free Library or the Newburgh Enlarged City School District.

The Library is not responsible for publicizing the events of anyone using the meeting rooms.

The Library's address, telephone number, or email address cannot be used in any capacity – as an official address, or as contact information – by anyone using the meeting rooms.

The Library is not responsible for any items brought to the Library by any individual or group using the meeting room.

Individuals or organizations using meeting rooms may not leave or store any materials or property in the meeting rooms.

For room use involving children, there must be at least 1 adult present for every 10 children in attendance.



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### AVAILABILITY

Meeting rooms may be booked only during the Library's open hours. The Library is not available for public use after hours. If the Library closes due to weather or other emergencies, meeting rooms will also be closed.

Rooms that can be reserved include:

The Hub

E-Learning Center

Storyhour Room

Riverview Room

Room availability is subject to change.

### EQUIPMENT

Any requests for technology or furniture arrangements must be made on the Meeting Room Request Form and approved in advance.

Staff are not available to assist with equipment during events or meetings.

### LIABILITY

The individual submitting the Meeting Room Request Form on behalf of a group shall be responsible for the conduct and activity of the users.

Failure of any group or individual to abide by the Library's policies relating to meeting room use may result in the revocation of room reservations and the denial of any future use.