

Policy

Newberg Public Library

Adopted by Newberg Library Advisory Board
November 12, 2002

Adopted by the Newberg City Council
December 2, 2002

Facility Use

The Newberg Public Library makes available its meeting rooms and outside grounds for use by nonprofit and civic groups for cultural, informational, educational, intellectual and civic purposes. The Library Annex may be used by for-profit entities for activities. Availability is contingent on there being no conflict with Library programs, meetings, or events which have first priority. Priority for the use of the Library rooms/grounds is to individuals or organized groups in the Library service area. The Library Director reserves the right to determine use of the space, to assess fees for use of the space, and to cancel or reschedule all arrangements, at his/her discretion, with or without cause or reason, and without liability.

The fact that a group is permitted to meet at the Newberg Public Library does not in any way constitute an endorsement of the group's policies and/or beliefs.

Groups may not use the name or address of the Newberg Public Library as the official address or headquarters of the organization.

Advertisements for meetings/events/activities held in the Library may not be displayed in such a manner as to suggest Library sponsorship.

Programs and activities that would disrupt normal library operations are not allowed.

Failure to abide by this policy and the related regulations will result in cancellation or refusal of reservations.

An organization seeking to use meeting/space facilities must agree in writing to observe this policy and the following regulations.

Regulations Governing Use of the Meeting Rooms

Reservations must be made in writing, on the Library's reservation form, not more than 90 days nor less than 15 days prior to the event.

All reservations must be confirmed by the Library; an application for use does not assure approval.

Requests will be considered in the order of application.

No group may transfer use of the rooms/space.

The Library meeting rooms are available only during the regular operating hours. The Library Annex and the library grounds may be used at other times, with the permission of the Library Director.

Use of the grounds must conform with all City of Newberg regulations regarding Block Parties and Sound Permits and copies of such permits shall be provided to the Library Director.

Groups may not exceed the stated capacity of the rooms.

Excessive noise or use of hazardous material is prohibited.

Groups, which will include children under the age of 18, must provide adult supervision. For children ages 6 to 18, one adult for each ten children and for children under five, one adult for each five children shall be required.

Light refreshments, such as beverages, cakes, cookies or other finger foods, may be served within the rooms. Refreshments served on the grounds must be completely cleaned up at the end of the event with appropriate arrangements for refuse removal.

Groups must transport their own supplies and equipment.

Groups are responsible for leaving the facilities/grounds in order after use.

The Library is not responsible for security or storage of property owned by groups using the Library nor is it responsible for damage or loss of property of others.

Groups are responsible for reimbursing the Library for damage to the facility or grounds within 30 days of billing.

Smoking is not permitted on any Library premises.

The use, possession, or consumption of alcoholic beverages is not permitted in library facilities or on library grounds, except with written authorization of the Library Director and City Manager. Additional conditions imposed by the Library Director may be required. These requirements may include, but are not necessarily limited to, the following:

- A. A reserve police officer(s) will be present
- B. Proof of insurance holding the City/Library harmless will be provided.
- C. Proof of insurance with specified limits, insuring the City against breakage or damage to facility or equipment will be provided.
- D. All appropriate OLCC regulations must be met and a copy of the OLCC permit provided to the Library Director.
- E. References will be required.

Austin Meeting Room/Library Grounds

All meetings/events shall be open to the general public, regardless of age, sex, race, religion, national origin or physical disabilities.

No admission fees may be charged nor money collected nor other money-raising activities conducted except as approved by the Library Director for civic or library activities.

The Library provides equipment such as tables, chairs, a coffeepot, TV, VCR, and overhead projector for use within the Austin Meeting Room.

Library Annex Rooms

All meetings/events shall not discriminate on the basis of age, sex, race, religion, national origin or physical disabilities.

The rooms may be used by for-profit entities and they may charge for attendance.

Equipment/furniture is limited and groups may make arrangements to rent additional chairs and tables.

A rental fee of \$10 per hour (minimum 2 hours) is charged to all entities using the Library Annex, other than library or city sponsored events. A key/clean/damage deposit of up to \$300 will be charged for use of the Annex. It is refundable upon return of keys and satisfactory inspection of the facility by library staff.