

**POLICY FOR USE OF LIBRARY BUILDING**  
**NEWFIELD PUBLIC LIBRARY**

1. The library is to be used primarily for programs conducted/sponsored by the Library.
2. Other gatherings should be primarily for groups with educational, cultural or civic purposes.
3. The purpose of a meeting must be consistent with the Newfield Public Library's Mission statement.
4. All meetings are open to the public. No admission may be charged nor may collections be taken for a cause.
5. Sale of items is prohibited except in association with Library approved programs.
6. All requests for use of the building must be made to library staff. Requests will be reviewed and granted on a first come, first served basis.
7. Meetings scheduled for long-term use on a regular basis, ie the first Thursday of each month, will be subject to periodic review and approval by the board of trustees.
8. A staff or board member must be present when a meeting takes place. Meetings should not disturb normal library operations.
9. The number attending a meeting may not exceed 49. (building's limit)
10. Food and beverages may be consumed during meetings and events held in the meeting rooms of the Library. Groups wishing to hold such events or meetings are to schedule them in advance with the Library. Food trash must be removed from the premises by the group promptly after the meeting or event ends. Abuse of this privilege will result in a group no longer being allowed to bring food or beverages into the library. Patrons are prohibited from consuming food or beverages in the library on an individual basis.
11. The second floor Reading Room of the building is open for adults over the age of 18 on Monday through Thursday from 2:00 to 5:00. It is otherwise accessible only when accompanied by library staff, Archives Alive staff or trustee.
12. **The meeting room should be left as it was found before the meeting.**

***I have read this policy and agree to the terms and conditions outlined above.***

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***Signature***

Adopted by trustees 4/7/98 Revised 1/27/03 Revised 1/22/07 Revised 3/19/09 Revised 6/19/12