

POLICY FOR USE OF LIBRARY BUILDING
NEWFIELD PUBLIC LIBRARY

1. Library meeting rooms and spaces are to be used primarily for programs conducted/sponsored by the Library. Library meeting rooms and spaces may be available for use by others for educational, cultural or civic purposes. They shall not be used for private social or commercial purposes, or any event that interferes with the use of the Library by other patrons. The Library reserves the right to cancel any reservation made by an individual or group.
2. The purpose of a meeting must be consistent with the Newfield Public Library's mission statement.
3. All meetings are open to the public. No admission may be charged nor may collections be taken for causes except in association with Library approved programs.
4. Sale of items is prohibited except in association with Library approved programs.
5. All requests for use of the building must be made to library staff. Requests will be reviewed and granted by the Director or the Director's designee on a first come, first served basis.
6. Meetings scheduled for long-term use on a regular basis, i.e. the first Thursday of each month, will be subject to periodic review and approval by the Board of Trustees.
7. A staff or board member must be present when a meeting takes place. Meetings should not disturb normal library operations.
8. The number attending a meeting may not exceed the maximum allowable building capacity of 49 (as of 6/11/19).
9. 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.
10. 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, Newfield Historical Society volunteer or trustee.
11. **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.

Signature

Adopted by trustees 4/7/98 Revised 1/27/03 Revised 1/22/07 Revised 3/19/09 Revised 6/19/12 Revised 6/11/19