



## Austin Meeting Room Reservation Form

*Reservations are not confirmed until this form is completed, signed, and returned to the library (scanned/emailed, delivered, or mailed). If your reservation cannot be honored, you will be notified.*

503 E Hancock St  
Newberg, OR 97132

nplibrary@newbergoregon.gov  
PHONE 503-538-7323

Date requested: \_\_\_\_\_ Day of the week: \_\_\_\_\_

Hours needed: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

*The library meeting room is available only during library open hours. Groups may enter the room for set-up only at their reserved time and **must adjourn 15 minutes before closing time.***

Event name: \_\_\_\_\_

Sponsoring organization: \_\_\_\_\_

Contact person: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Address: \_\_\_\_\_

Description of activity: \_\_\_\_\_

Estimated number of people attending: \_\_\_\_\_ (meeting room capacity is 59)

Equipment available for use, please circle: 50 Chairs          6 Tables (varying sizes)  
Projector w/ standard HDMI cable (**no computer**)

***Please read through and initial next to each item to confirm you have read and will comply with the Facility Use Guidelines:***

\_\_\_\_\_ If using the projector, it is your responsibility to ensure it works with your computer before your event.

\_\_\_\_\_ All meetings or programs must be open to the public

\_\_\_\_\_ Excessive noise or use of hazardous material is prohibited.

\_\_\_\_\_ In publicizing a meeting to be held in a library meeting room, the sponsoring group must be clearly identified. Publicity must not imply library sponsorship of the program or organization. Use of the Newberg Library's logo on flyers or posters is prohibited.

\_\_\_\_\_ No admission fees may be charged or solicited. No donations of money or other property may be solicited or collected. No promotions or sales of services, products, merchandise, materials, or other items are allowed. Exceptions may be made by the library director or for fundraising for the library, the Newberg Library Friends, or the Library Foundation of Newberg.

\_\_\_\_\_ Light refreshments may be served, but groups may not prepare food on library property. Groups are responsible for cleanup.

\_\_\_\_\_ The use, possession, or consumption of alcoholic beverages is not permitted in library facilities except with written authorization of the library director and city manager, in compliance with the library's "Alcohol Use Policy."

\_\_\_\_\_ Tables and chairs are available at each location. Other equipment may be provided by the library if staff are available to assist. The group is responsible for setting up, rearranging, and taking down tables and chairs.

\_\_\_\_\_ The library is not responsible for theft of or damage to property brought into a library meeting room.

\_\_\_\_\_ At least one adult age 18 or older must be present when youth groups use the meeting rooms.

\_\_\_\_\_ Children aged 10 and younger may not be left unaccompanied in the library while their adults participate in a meeting. Please see the library's "Unattended Children Policy."

\_\_\_\_\_ Any group that damages library property will be liable for costs incurred in connection with such damage and may lose the privilege of using meeting rooms in the future. If the room is not cleaned up, groups may be charged a fee determined by the time required for staff to clean the room.

\_\_\_\_\_ All groups, clubs, entities, or individuals using a library meeting room must comply with these regulations and with Newberg Public Library policies. Failure to comply with the guidelines and policies may lead to immediate termination of the meeting, exclusion of individuals from library premises pursuant to the guidelines and policies, and/or loss of future meeting room use privileges.

\_\_\_\_\_ I understand the items listed above and I have read and understood the Library's Facility Use Policy

\_\_\_\_\_  
Signature of Organization Representative  
(Must be 18 years of age or older)

\_\_\_\_\_  
Date

*Reservations for the outdoor Carnegie Court need to be made through the Chehalem Cultural Center as that area is now under the reservation system for the Newberg Cultural District. [info@chehalemculturalcenter.org](mailto:info@chehalemculturalcenter.org) or at 503-487-6883*

*Staff use only*

*Date entered on library calendar: \_\_\_\_\_ Initials: \_\_\_\_\_*