



Facility Use Policy

Authority: Newberg City Council

Update history: Adopted by Newberg Library Advisory Board November 12, 2002; Adopted by the Newberg City Council December 2, 2002; Revision Adopted by Newberg Library Advisory Board April 28, 2016; Revision Adopted by Newberg City Council August 1, 2016; Revision Adopted by Newberg Library Advisory Board October 20, 2022, Resolution adopted by Newberg City Council No. 2022-3875 on December 5, 2022

Public Use of Meeting Room

The Newberg Public Library makes its meeting room available for use by nonprofit and civic groups for cultural, informational, educational, intellectual, and civic purposes. Availability is contingent on there being no conflict with library programs, meetings, or events, which have priority. Priority for use of the meeting room is to individuals or organized groups in the library's 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 their discretion, with or without cause or reason, and without liability.

Public Meeting Room Use Regulations

1. Reservations may be made up to one month in advance. Reservations may be made same day depending upon availability. Groups may have only one reservation at a time for the library meeting room.
2. Reservations must be made on the library's reservation form by a group. No person or group may transfer its reservation to another person or group.
3. Groups must be no smaller than two people for a reservation. Groups may not exceed the capacity of the room, which is 59 according to the fire marshal.
4. Excessive noise or use of hazardous material is prohibited.
5. 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.
6. All meetings or programs must be open to the public.
7. In publicizing a meeting to be held in a library meeting room, the sponsoring group must be clearly identified. Groups must not imply library sponsorship of their program or organization in their publicity. Use of the Newberg Library's logo on flyers or posters is prohibited.

8. No admission fees may be charged or solicited. No donations of money or other property may be solicited or collected from the audience. 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.
9. Light refreshments may be served, but groups may not prepare food on library property. Groups are responsible for cleanup.
10. 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."
11. 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.
12. Groups are responsible for leaving the facilities in order after use. If the room is not cleaned up, groups may be charged a fee determined by the time required for staff to clean the room.
13. The library is not responsible for theft of or damage to property brought into a library meeting room.
14. An adult age 18 or older must complete the Austin Meeting Room Reservation Form, and at least one adult age 18 or older must be present when youth groups use the meeting rooms.
15. 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."
16. 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.
17. 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.

Procedures

1. An organization seeking to use meeting/space facilities must have an authorized representative agree in writing on the "Austin Meeting Room Reservation Form" to observe this policy and the above regulations.
2. Forms are found at the library's upstairs reference desk.
3. Library staff will notify groups when their reservation is accepted.
4. Library staff will notify groups as soon as possible if the reservation is not accepted or if a reservation must be cancelled.

Library Grounds

Reserving the Carnegie Court is under the auspices of the Newberg Cultural District and reservations must be made through the Chehalem Cultural Center.