



400 Johnson Street  
New Bern, NC 28560  
252-638-7800 – Phone; 252-638-7817 – Fax  
reservations@nbccpl.org

## Meeting Room Use Policies & Procedures

The Library has two rent-free\* rooms available for meetings by community organizations, non-profit/not-for-profit organizations, and governmental entities. The meeting rooms are not intended for private events or social uses such as parties and play groups. All meetings must be free and open to the public.

The auditorium seats 172 and the conference room seats 18. In accordance with ALA's Library Bill of Rights, the library will make the rooms available on an equitable basis, regardless of the beliefs or affiliations of groups and individuals requesting their use. Permission to use the library facilities for an event does not constitute endorsement by the library of that event or the beliefs, viewpoints, policies, or affiliation of its sponsors.

### Reservations

Library activities receive first priority of library facilities and equipment.

Meeting rooms and equipment may be reserved for use during library hours. Requests for use must be submitted on an application form at least **5 days and no more than 60 days** in advance and signed by an adult (18 years or older) who assumes responsibility for arrangements. Application forms may be picked up in person at the Circulation Desk or downloaded from our website (<http://newbern.cpplib.org>). Forms may be submitted in person, by mail, by fax (252-638-7817), or by email ([reservations@nbccpl.org](mailto:reservations@nbccpl.org)).

When inquiring about the availability of a room, a temporary hold may be placed on the room until the end of day to allow time to submit the application form. Confirmation of a room is not made until the application is approved and the responsible adult notified. The Library reserves the right to monitor all meetings conducted on the premises to insure compliance with these rules.

Adult supervision and responsibility are required for events involving or serving children.

**A group may schedule only one meeting on the calendar at a time. No group may reserve the rooms continuously as a regular or frequent meeting place.**

**The Library DOES NOT furnish staff to arrange the room prior to or after an event. Applicants are responsible for all SET-UPS. All rooms MUST be returned to the condition in which they were found. Please refer to the room layout on the wall in the auditorium for more information.**

### Cancellations

Please notify the Library as soon as possible if your event is cancelled.

### Fire and Safety Regulations

Fire code and safety regulations will prevail in limiting attendance. Fire exits may not be blocked. Aisles should be kept 36 inches from the doors entering and exiting the rooms.

### **Furnishings and Equipment**

The Library recommends that anyone considering using its meeting rooms, furnishings, and equipment come and review the facilities before committing their organization. Users are required to do their own arranging of furniture and equipment within their scheduled time. They must know where furniture is stored and how to use the equipment. Users are responsible for damage to library property. The Library has available folding tables, stacking chairs, a podium, Dry Erase Board, TV, DVD player, VCR, LCD projector, overhead projector, and PA system.

The representative in charge of the meeting is responsible for turning off all equipment, putting the room in order and cleaning up at the end of the program. Any problems with equipment or furnishings should be reported to the Circulation Staff.

All programs must end 30 minutes before the library closes to ensure adequate time for cleaning up and arranging the room.

### **Fees and Sales Prohibited**

Commercial uses and advertising, such as making sales or solicitations for any type of product or service, and the sale of tangible property by any non-library sponsored group is strictly prohibited, as is any activity such as swapping, bartering, auctioning, etc.

Non-library sponsored groups using a meeting room may not charge admission fees or collect payments for services.

### **Refreshments**

Light refreshments are permitted in the meeting rooms but on-site cooking or serving full meals is prohibited. All plates, cups, eating utensils, etc., must be furnished by the user. The kitchen and meeting rooms must be clean and orderly before the user leaves. Any spills or problems must be reported to the Circulation Desk by the person responsible for the room. Alcoholic beverages are not permitted.

### **Charges**

The organization will be charged for any damage to library property beyond usual wear and tear, for any special cleaning required, and for overtime of all library staff regularly scheduled to work if they are kept on duty beyond normal library hours.

### **Attendance**

Please submit the Meeting Room Checklist to the Circulation Desk at the end of your event. Statistics are kept on the use of the rooms. Any other comments regarding the rooms may also be included on the checklist form and will be reported to the Librarian.

**FURTHER USE OF THE LIBRARY MEETING ROOMS MAY BE DENIED TO GROUPS OR INDIVIDUALS WHO VIOLATE THESE REGULATIONS OR OTHER APPLICABLE LIBRARY RULES.**

If you have any questions or concern, please call 252-638-7800 to speak with the Meeting Room Coordinator, or email [reservations@nbccpl.org](mailto:reservations@nbccpl.org).

\*Donations to the Library by those using the room are accepted and are tax deductible.