

NEWPORT PUBLIC LIBRARY
35 NW Nye Street, Newport, OR 97365
(541)265-2153

MEETING ROOM APPLICATION

Organization requesting use _____

Authorized representative _____

Address _____ Phone _____

Type of function _____ Estimated attendance _____

Date requested _____ Begin time _____ End time _____

Alternate date _____ Begin time _____ End time _____

Refreshments served: yes _____ no _____ Admission fee: yes _____ no _____

FEE SCHEDULE (Make checks payable to City of Newport)

Library sponsored or local government	exempt			
Non-profit or community organizations	\$5 per hour	X _____	hours =	_____
Commercial or private	\$20 per hour	X _____	hours =	_____
Refreshments	\$10			_____
			Total due	_____

Failure to comply with Library's policies may jeopardize future use of the meeting room

Applicant's signature _____ Date _____

The person signing on behalf of the applicant represents that such person has the authority to do so and hereby binds the applicant to comply with all the provisions and requirements of the Newport Public Library policy on use of the meeting room

The following is to be filled in by designated Library Staff:

Date Application Received _____ Fee _____ Received Fee _____

Approved: yes _____ no _____ Comments _____

Staff signature _____ Date _____

GENERAL REGULATIONS AND INFORMATION

- Library sponsored events will have priority.
- The room will be scheduled on a first-come, first-served basis, up to twelve months and no later than 72 hours in advance.
- Applications will be approved or disapproved by the Library Director or her designee.
- All applicants must be 18 years old or older.
- The authorized representative must be present during the entire meeting.
- All groups are responsible for their own setup and cleanup.
- All fees are payable at the time the application is submitted.
- The meeting room shall not be used for any purpose that would prevent, discourage, or interfere with the use of the Library for purposes of research, reading, and study.
- Groups and individuals who use the meeting room are the guests of the Library and are able to use the facilities at the discretion of the management of the Library.
- All meetings will be open to the public, unless admission is charged or the meeting is limited to the membership of a group.
- Library staff may enter and remain in the meeting room at any time during a scheduled meeting.
- No alcoholic beverages will be permitted in or around the Library.
- Smoking is not permitted.
- The Library will not be responsible for lost items.
- Refunds will be granted with 72 hour advance notification of cancellation.
- The Library has preemptive rights to use the meeting room with a minimum of ten days notice to a previously scheduled group.