

Meeting Room Policy

The primary purpose of meeting room use is for library activities, including events presented by library staff or other organizations affiliated with the Library. When not in use for Library sponsored events, which take precedence over other use, meeting rooms are available to the public. The Library reserves the right to cancel prior meeting room reservations.

Groups wishing to use the meeting room must follow the Library's policies and procedures. Groups are responsible for their own set up and must vacate the meeting room 10 minutes prior to closing. Light refreshments may be served as long as no food or drink leaves the meeting room area and cleanup is performed by the group using the space. Smoking and consumption of alcoholic beverages is prohibited. Any damage to the room will result in the termination of the group's meeting room privileges. Meeting room activities shall not interfere with library operations. The Library is not liable for injuries to people or damage to property, individuals or organizations using the meeting rooms. The Library does not accommodate private social functions. Fundraising events by non-library entities are prohibited. *The New Port Richey Public Library considers use of the Library as acceptance of this policy.*

The New Port Richey Public Library has free meeting rooms available for group use by NON-PROFIT ORGANIZATIONS. Programs held must:

1. Be free of required registration and admission charges.
2. Be open to the public and held during library operating hours.
3. Not discriminate on the basis of race, age, creed, color, sex, political or religious affiliation.

The New Port Richey Public Library has meeting room space available for group use by FOR-PROFIT ORGANIZATIONS for \$50 per hour. Programs held must:

1. Be free of required registration and admission charges.
2. Be open to the public and held during library operating hours.
3. Not discriminate on the basis of race, age, creed, color, sex, political or religious affiliation.

Additional charges for meeting room use by ALL ORGANIZATIONS:

1. The Library charges \$25.00 to any group that opts for meeting room set-up.
2. The Library charges a cleaning fee of \$25.00 if the meeting room is not returned to its original condition.
3. At least five (5) days advance notice must be given prior to cancellation or a \$25.00 no-show fee will be assessed. Room reservations will be cancelled if the group has not arrived by 15 minutes past the reservation start time. Groups that fail to use a room they have reserved on two occasions without five (5) days advance notice will be denied reservation privileges for one year following the second missed reservation.

GENERAL GUIDELINES

1. Groups must adhere to all Library policies, including the Code of Conduct Policy. Any group that is disorderly or violates these regulations will be denied future use of the meeting room.
2. The meeting room may only be used during the Library's open hours and must be left in a clean and orderly condition.
3. Upon receiving reservation confirmation, the group may publicize the event. The Library's name and address should only be listed as the location.
4. Room reservations are submitted online. Groups are responsible for room set-up unless opting to pay a \$25.00 fee. Set-up details must be included in the reservation request.
5. The person making arrangements for the use of the room assumes full responsibility, including cleaning and replacement costs, for the condition of the room and library equipment.
6. An adult sponsor/leader must be present when youth younger than 16 years old meet.
7. The group warrants that it will secure all necessary performance licenses. The Library is not responsible for any failure of the group to do so.
8. The group must notify staff at the Member Support Desk upon arrival, and accidents must be immediately reported to staff.
9. Functions may not disrupt others, including those meeting in adjacent rooms.
10. The Library is not responsible for materials or equipment left in the meeting room.
11. The New Port Richey Public Library, the New Port Richey Library Advisory Board, and the City of New Port Richey do not endorse, approve or disapprove the viewpoints of groups holding meetings or events in the Library.
12. All events are open to the public, free of charge, and may not be conducted for solicitations or commercial gain. No fees, dues, or donations may be charged or solicited at any program. In the case of educational classes, instructor and material costs may be recovered if approved by the Library Director.
13. Groups may reserve the facility no more than 60 days prior to the date requested, unless otherwise approved by the Library Director.
14. Not following the meeting room guidelines will result in the loss of meeting room privileges.