

Meeting Room Policy

New Town City Library

Purpose

The New Town City Library's meeting room is for meeting or programs of an educational, philanthropic, cultural, recreational, or civic nature, where a diversity of viewpoints is permitted, and for other functions, which, in the judgment of the Board of Trustees, will benefit the residents of the community.

Statement of Policy

1. Use of the facilities for Library, Library-affiliated, or Library-sponsored/co-sponsored meetings or programs shall have priority over all other requests. Thereafter, requests are considered in the following order:
 - a. Federal, State, County, and City governments and their agencies.
 - b. All other uses are on an equal-access, content neutral, first reserved, first served basis.
2. Scheduling of a meeting or program of a group or organization in the Library does not in any way constitute an endorsement by the Library of the group or organization, its activities, or of the ideas and opinions expressed during the course of meetings or programs held at the Library.
3. The use of the name, address, or telephone number of the New Town City Library as the address, contact information, or headquarters for any group or organization using the Library for meeting purposes is prohibited.
4. Publicity generated by a group advertising a meeting at the Library may recite the Library name and address only. Any other mention requires the express approval of the Library Director.
5. The Library does not provide storage space for any person, group, or organization.
6. Water is allowed.
7. Cleaning of meeting room will be done by Library staff.
8. The Library shall not be held responsible for the security of property owned by any individual or group using meeting rooms.

Prohibited Activities and Uses

1. Activities are prohibited which the staff believes may cause damage to persons or property or threaten the security of the facility.
2. Use by individuals, groups, or organizations failing to abide by library policies is prohibited.
3. Activities are prohibited after library closing hours.
4. Attaching items to walls or ceilings is prohibited.
5. Alcoholic beverages and the use of any tobacco products are prohibited.

Scheduling and Rates

1. Meeting room is available by calling 701-627-4846 for reservation.
2. Fees must be paid in advance of use and appropriate usage forms signed.
3. Meeting room usage fees: \$20.00 per hour.
4. 24-hour notice of cancellation is required, or the usage fee is non-refundable.