

# TOWN OF NEWBURY



NEWBURY PUBLIC LIBRARY  
Tel. (603) 763-5803

NEW HAMPSHIRE  
INCORPORATED 1778

P.O. Box 245  
NEWBURY 03255

**TITLE: MEETING ROOM USAGE**

**POLICY # 18**

Adopted By: Library Board of Trustees

Revision Number: 1

Approval Date: 9/16/2025

Revision Date:

## 1. MEETING ROOM USAGE

The Newbury Public Library's meeting room, located in the vestibule, is available on equal terms to all individuals or groups subject to the regulations below. The room is intended for study, work, quiet activity, small meetings or small group collaborative work, and may be used free of charge. Larger groups should use our Program Room and refer to our Program Room policy. The Meeting Room is not intended for public events. Regular weekly meetings cannot be accommodated in the Meeting Room.

- This room can be booked for 1-hour blocks. If the room is not reserved, the reservation may be extended for another hour.
- Reservations may be made in-person at the Library, over the phone, or via email.
- The small meeting room may be reserved up to two weeks in advance.
- The room accommodates up to 8 people.
- All reservations are first come, first served. If someone is in the room and it is not reserved and someone has reserved the room, the person must leave the space. We reserve the right to make the room available to the general public if you have not arrived within 15 minutes of your reservation.
- Library-sponsored meetings receive priority.
- All users must adhere to the library's internet use and behavior policy. Persons who misuse the space will be asked to leave.
- Meeting room use must not disrupt library use by patrons or interfere with staff operations.
- The room must be vacated fifteen minutes before Library closing time. There is no after-hours use of this room.
- The library is not responsible for any unattended items left in the room. Any items left unattended may be removed by staff and placed in the Library's Lost & Found.

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## 2. MEETING ROOM RESERVATION

To reserve the meeting room, contact a library staff member in person, by e-mail or by calling the Library at (603)763-5803 to confirm availability up to two weeks in advance. The content of meetings by outside persons or organizations held in the meeting rooms has not been reviewed or approved by the Library, and organizations booking the rooms are solely responsible for such content. Permission to use a meeting room does not imply library endorsement of the views, beliefs, goals, policies, or activities of any individual, group, or organization.