



Meeting Room Regulations

Approved by Newton County Library Board of Trustees

August 8, 2013

November 5, 2015

November 3, 2016

August 20, 2020

As part of its service to the community, the Newton County Library System has meeting rooms available for public use when they are not scheduled for library activities, subject to the regulations below. Priority will be given to Newton County Library System programs and library co-sponsored programs.

MEETING ROOM FACILITIES

	Covington Branch (Max. Capacity 180)	Porter Memorial (Max. Capacity 75)	Newborn Service Outlet
Sunday	Closed	1:00-5:00pm	n/a
Monday	Closed	10:00-7:00pm	n/a
Tuesday	10:00-8:00pm	10:00-6:00pm	n/a
Wednesday	10:00-6:00pm	10:00-7:00pm	n/a
Thursday	10:00-8:00pm	Closed	n/a
Friday	10:00-6:00pm	Closed	n/a
Saturday	10:00-2:00pm	12:00-5:00pm	n/a

Hourly Fee	
Standard Rate	30.00 per hour
Non-Profit Organizations only	20.00 per hour
*Must show proof of status	

Note: All applicable fees are to be paid in advance and submitted with the Meeting Room Request Form. A 24-hour cancellation notice is required in order to receive a refund.

Applications:

1. A completed Reservation Request Form must be filled out, along with an attachment describing your organization and what will take place in your meeting. **Do not send payment until you are advised that your meeting can be held at a Newton County Library location.**
2. A reservation may be made by phone and will tentatively be held for **48 hours in order for the individual or a group representative to sign the Meeting Room Reservation Form and pay the entire meeting room fee.**
3. Fees will not be charged for, library-sponsored programs and events; Friends of the Library meetings, Newton County Commission, Newton County Board of Education and the City of Covington and library study space.
4. Non-profit organizations must document their status with proof of their current IRS tax-exempt status.
5. Reservations must be made by an adult (18 years of age or older) representative of the group.
6. Meeting rooms are booked on a first come, first served basis. Reservations must be made prior to the meeting, but not more than three months in advance.
7. It is not the intent of the Library to provide guaranteed regular meeting space for any organization or individuals outside the Newton County Library System. Priority will be given to Newton County Library System programs and library co-sponsored programs
8. A 24-hour notice of cancellation is required in order to receive a refund. Checks will be sent via mail. Please allow at least two weeks for processing

Group Qualifications:

9. Meetings must be free and open to the public and media.
10. Access shall be provided equitably, regardless of race, beliefs or affiliations of individuals or groups.
11. Permission to use the library facilities does not constitute an endorsement by the Library of the user or user's beliefs.
12. The group or individual will be financially responsible for any damage to library property.
13. Upon adequate notice and for adequate reasons, the Library reserves the right to revoke permission to use library meeting rooms.

Publicity:

14. Neither the name/and or the address of the Library may be used as the official address for any organization other than the Friends of the Newton County Library.
15. Groups will not be permitted to post any signs or materials on library property.

16. The Library will not advertise or promote any meeting or event unless it is a co-sponsor.
17. Unless the Library is a co-sponsor, publicity for events must contain the statement that the Library is not a sponsor, nor does it endorse any practices or points of view of the sponsors of the program.

Rules and Regulations:

18. Events and programs in the Meeting Room cannot be held before the library opens to the public or after the library has closed for the business day, unless the function is sponsored by the Newton County Library System.
19. PROHIBITED USES: The meeting room will not be used for:
 - a. Rallies or campaigns for specific partisan political issues or candidates.
 - b. Non-library related groups charging admission, fees, contributions, soliciting donations or taking collections of any kind. No funds shall be collected on Library property.
 - c. Activities likely to disturb regular library functions.
 - d. Fund-raising activities or events, except those sponsored by the Library.
 - e. Any unlawful purposes.
20. Facilities shall be left in a clean and orderly condition. Room arrangement shall be the responsibility of the user group and must be left in the same arrangement as found.
21. Items may be displayed using the library display railing system ONLY. A minimum \$200.00 damage fee will be charged for items stuck to the walls or ceiling of the meeting room area.
22. Smoking or open flame of any kind is not permitted in the Library.
23. Attendance will be limited to fire code regulations at each location.
24. Meetings may not disrupt the use of the Library by others, and persons attending the meetings are otherwise subject to all Library regulations and policies.

Refreshments and Equipment:

25. Groups may serve foods and non-alcoholic refreshments in libraries' kitchen facilities in the meeting rooms). **Clean up is mandatory. The user group will be charged a minimum \$50.00 clean up fee if the meeting room is left unclean.
26. Requests for Audio/Visual equipment must be indicated on the Meeting Room Application.
27. The Library is not responsible for materials or equipment brought into the Library by individuals or groups. Such materials or equipment may not be stored in the Library between meetings.

Additional Fees:

28. A minimum damage fee of \$200.00 will be charged for any damages to library property.
29. A minimum clean up fee of \$ 50.00 will be charged if the meeting room is left unclean.

FAILURE TO COMPLY WITH REGULATIONS OR ABUSE OF ANY OF THE ABOVE-MENTIONED PRIVILEGES WILL RESULT IN SUSPENSION OF RIGHT TO USE.