

## NEW CASTLE PUBLIC LIBRARY MEETING ROOMS

New Castle Public Library has 2 meeting rooms available for use by individuals, community groups, and businesses.

### **Availability of Rooms**

Rooms are available during regular library hours and should be reserved in advance to guarantee availability. Meetings should end 30 minutes before the library closes. The rooms are not available to public groups prior to standard opening time. Activities are to be contained to the meeting room and not interfere with normal library operations. Alcoholic beverages are not permitted. A small kitchen is available for those using the Copernicus Room.

### **Fees**

The rooms are free for nonprofit organizations engaged in educational, cultural, intellectual, or charitable activities. Meetings must be free and open to the public. Nonprofit groups whose meetings are not open to the public and/or charge a fee for attending may rent a room. Businesses and other profit-making entities may rent meeting rooms for a fee. Payment must be received by the date of the reservation.

### *Rental fees*

	Copernicus Room (1 <sup>st</sup> floor)	Program Room (2 <sup>nd</sup> floor)
Nonprofit free, open to public	No fee	No fee
Nonprofit private meeting or Admission fee	\$25.00	\$15.00
Business/For profit	\$50.00	\$30.00

### *Other fees that may apply to all groups.*

- A \$15.00 fee may be charged if a reservation is cancelled with less than 24 hours notice.
- A \$25.00 cleaning fee may be charged if room, including the Copernicus Room kitchen, is not left in good condition. Individuals and groups that have reserved the meeting rooms are responsible for the condition of the rooms, including the kitchen, while in their use.
- Fees will be charged for damaged or missing equipment.

All fees may be waived or adjusted at the discretion of the Director or Board of Trustees.

### **Room Setup**

- Copernicus Room (1<sup>st</sup> floor) ó Standard setup is eight tables with chairs. Group may rearrange chairs and tables to fit their needs, but are responsible for returning the room to the standard setup.
- Childrenø Program Room (2<sup>nd</sup> floor) ó Tables and chairs are available. Group is responsible for setting up as needed and taking down tables.
- Audio visual equipment needs must be requested at time of reservation.

NCPL BOARD

## NEW CASTLE PUBLIC LIBRARY MEETING ROOM EQUIPMENT

Group \_\_\_\_\_ Meeting Date \_\_\_\_\_

Each meeting room is equipped with the following equipment. Please check any equipment needed for your program:

	Projector		Blue Ray/DVD Player
	CD Player		Screen
	VGA Cable ó 50 ft. (moveable \$50.00)		HDMI Cable ó 50 ft. (moveable \$90.00)
	VGA Cable ó 25 ft. (moveable \$25.00)		HDMI Cable ó 25 ft. (moveable \$45.00)
	VGA Cable ó 10 ft. (moveable \$10.00)		HDMI Cable ó 10 ft. (moveable \$25.00)
	Wireless microphone (moveable \$200.00)		Remote (moveable \$30.00)

Program coordinator will need to obtain any equipment listed as moveable from the Reference Desk on the 1<sup>st</sup> floor and leave a Driver's License, PA Photo ID, Library card, or car keys. Program coordinator will need to return all items to the Reference Desk. Groups will be charged amount outlined above for moveable items not returned or damaged.

Librarian staffing the Reference Desk will activate the system in the Copernicus Room (1<sup>st</sup> floor).

I understand that the group I represent is responsible for using the Meeting Room equipment responsibility and the return of any moveable items noted above to the Reference Desk on the 1<sup>st</sup> floor as well as any charges due to theft or damage of equipment.

\_\_\_\_\_ Date \_\_\_\_\_

**New Castle Public Library**  
**207 E. North Street**  
**New Castle, PA 16101**  
**724-658-6659 Fax 724-658-9012**  
**www.ncdlc.org**  
**Meeting Room Contract**

**Name of group:** \_\_\_\_\_  
**Individual contact name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_  
**Date(s) requested:** \_\_\_\_\_ **Time(s) requested:** \_\_\_\_\_  
**Purpose of Meeting:** \_\_\_\_\_

**Will you need the use of A/V equipment during your meeting?** Yes \_\_\_\_\_ No \_\_\_\_\_

*I/We agree to observe the policies of the library in the use of the meeting room.*

Signature: \_\_\_\_\_

Please note: *If the room or kitchenette are not left in good condition, there will be a \$25.00 cleaning fee. \*\*If you move the tables/chairs, please put them back the way they were before you leave ó thank you!\*\**

*Charges for Room:*

	Copernicus Room (1 <sup>st</sup> floor)	Program Room (2 <sup>nd</sup> floor)
Nonprofit, meeting open to public	No fee	No fee
Nonprofit, private meeting or admission charge	\$25.00	\$15.00
Business/For-profit group	\$50.00	\$30.00

**Please note that no direct sales may be made in the library.**

**MEETING ROOM POLICIES**

- *Payment for room must be received prior to your reservation date.*
- *Activities taking place in a library meeting room must not interfere with normal library operations. They are to be contained to the meeting room and not flow into other areas of the library. Please pay attention to noise level.*
- *A \$15 fee will be charged for any group or individual (profit or non-profit) if a reservation is cancelled with less than 24-hours notice.*
- *Our auditoriums are available to the community for use by local groups for educational and community service meetings. The meeting rooms are not available for social functions (e.g. showers, parties, receptions, etc.) .*
- *Alcoholic beverages are not permitted in the library.*
- *The rooms are available during regular library hours. Doors do not open before the library opens, and the room must be vacated 20 minutes prior to the library closing. Our current hours are listed on our webpage at [ncdlc.org](http://ncdlc.org), or by calling 724-658-6659.*
- *Use of the rooms by groups and individuals will be at the discretion of the Library Director and the Board of Trustees of the Library. Library sponsored programs will have first priority in all cases.*
- *The rooms should be booked in advance and reservations will be honored on a first come, first served basis.*

*\*Failure to abide by this meeting room policy may result in the cancellation of, or refusal of, future reservations.\**