



Meeting Rooms

The Newport Public Library (“the Library”) provides meeting rooms for the use of residents and the community. Use of the meeting rooms runs parallel to the Library’s mission to strengthen the community by providing opportunities that support lifelong learning, encourage inspiration, imagination, and enjoyment and connect people to each other and to the rest of the world. The Library and its Board of Trustees subscribe to the Library Bill of Rights as promulgated by the American Library Association. This updated policy, upon approval by the Library’s Board of Trustees, supersedes all other versions.

The Library uses LibCal as its tool for requesting, reserving, and confirming meeting room access. The Library encourages those seeking to reserve a meeting room to use this service to minimize confusion.

Upon approval, the registrant will receive, as an email attachment, a “Registrants’ Acknowledgement” outlining the rights and responsibilities of the group requesting access. Failure to abide by all guidelines may result in cancellation of future bookings or an inability to grant further requests. This includes notifying the Library as soon as possible that you wish to alter or cancel a reservation.

The Library meeting rooms are available for the benefit of civic, cultural, educational, and philanthropic groups free of charge. Groups or organizations that strengthen the community by nature of its purpose will, at the discretion of the Library Director, be granted access to the meeting rooms.

The Library especially welcomes the Friends of the Newport Library; municipal, county, state, and federal departments, and their commissions and agencies; also, school departments and the committees dedicated to their administration.

Any group organized as a 501(c)(3) will not be charged for room requests or for use of any ancillary tools that the Library provides in its meeting rooms. Proof of such status will be requested by the Library the first time a group requests access. The Library will keep this record on file for future reference.

Any group that is by its nature engaged in civic, cultural, educational, or philanthropic endeavors, but are not formally organized under a specific tax code, are similarly welcomed.

Any group organized as anything other than a 501(c)(3) or as enumerated above, will be charged \$25.00 per reservation for two hours. Similarly, any group that seeks to have a meeting to which the public will not be admitted will be charged \$25.00 per reservation for two hours. Meetings that fall under both descriptions will only be charged once. Payments must be made through the Library’s Venmo account: @NPL-Fees. Please use “Room reservation” in the “What’s it for?” field. Meetings canceled before their requested start will generate a refund.

The Rotary Room and the Friends Room are equipped with tools to facilitate meeting presentations, virtual meetings, and collaborative work.

For the purposes of this policy, “individual” refers to the person who reserves a meeting room on behalf of an organization or group and who bears all responsibility for that body. The Rotary Room and the Lower Level Program Room are not available “on demand.”; the Library offers the Stride Room on a first-come, first-basis for virtual meetings and for individuals or for small groups to use on an as-requested basis.

Meeting rooms may be reserved by any adult who is 18 years or older. At least one adult 18 years or older must be present at all times and is capable of assuming full supervisory responsibilities. No alcohol, tobacco, or illegal substances may be consumed on Library property. Smoking is only allowed at a distance of more than 25 feet from the Library’s entrances.

Additionally, no food may be provided or served in the Library’s meeting rooms, nor can food be delivered to the Library on behalf of any patron or person requesting a reservation. Please, when consuming beverages, use tops, lids, or caps at all times.

Meeting room reservations must not interfere with the normal operating procedures of the Library. To ensure that the Library is prepared to host meetings, room reservations must be approved at least seven days in advance. The Library will not accommodate unscheduled or spontaneous meeting room requests for the Rotary or Program Rooms. All meetings must end and the room vacated at least thirty (30) minutes before the Library closes.

The principal use of the meeting rooms is for Library programs. The Library regards its meeting rooms as an amenity for the public. The Library maintains the sole right to reserve any room for future use. Its boards, committees, agencies, and programs have priority at all times, extending to the Library’s right to reschedule, reassign, or cancel previously booked rooms. Every effort will be made by the Library to notify the contact person should this need arise.

The Library seeks to grant equality of access at all times. Therefore, use of the meeting rooms in no way implies endorsement of ideas expressed in the meetings or the goals of the organization or group making the reservation. Room requests that are made by individuals for the purpose of dispensing advice on medical, legal, or financial matters will not be granted. Exceptions will be made for governmental agencies whose expertise has been vetted by their established associations.

No organization or group using a meeting room may discriminate on the basis of race, color, age, nation of origin, sex, religion, disability, sexual orientation, or gender identity.

Any organization or group that knowingly misrepresents its purpose through false, misleading, or incomplete statements in order to secure a room reservation will have future room reservations canceled. Social events (birthday or anniversary parties, bridal or baby showers, retirement parties, memorials, or any such event) cannot be accommodated.

Upon receipt of the confirming email, the registrant will receive a copy of the “Registrants’ Acknowledgment;” please read this document carefully and contact the Library at 401-847-8720 with any questions or concerns. In the absence of stated policy, the organization or group must follow Library staff instructions at all times.

The Library Director is the agent of the Board of Trustees in whom management of all Library facilities is vested. The Library Director is entrusted with making decisions that are in the best interests of the Library and the community.

Unanimously approved by the Newport Public Library Board of Trustees on May 25, 2022.