Department of Community Services

New Castle County Public Libraries

Meeting Rooms

Revised: 7/12/2011

New Castle County Libraries welcome the use of their meeting rooms for public activities of a civic nature. Library meeting rooms are open to the public and available for public programs sponsored by non-profit civic, educational, and cultural entities. While there is no fee associated with the use of library meeting rooms, donations to the libraries in care of New Castle County Pride, Inc., a 501(c) 3 non-profit organization created to accept donations, are suggested in order to maintain this service.

Library programs and official meetings of New Castle County and other governmental entities are given preference for meeting room use.

Rooms are allocated according to the following priorities:

- Priority 1 – Library programs.
- Priority 2 – Official meetings, programs and activities sponsored or conducted by New Castle County or other government entities.
- Priority 3 – Other approved programs or meetings by non-profit civic, educational and cultural entities.

Use Requirements:

1. General Use:
    - Groups or organizations using Library meeting rooms must:
        - Ensure that no alcoholic beverages are served by the group or organization or its membership;
        - Enforce the NO SMOKING policy within the building;
        - Adhere to posted room capacity limitations; and
        - Meetings for children and teens must have adult supervision (no less than a 1 -15 ratio).

Library Policy

Thomas P. Gordon, County Executive

2. Logistics:

    - Library meeting rooms may be scheduled during the hours the Library is open to the public and must end with adequate time to clean up and vacate the room prior to the closing time of the Library.
    - Requests for after hours use due to special circumstances must be approved in advance by the Library Manager.
    - Library programs are open to all members of the public, however, if the meeting room is reserved for a meeting of a non-profit organization's board or to conduct organizational business of the non-profit entity, the general public may be excluded.
        - No admission fees are permitted for participation in meeting room programs.
    - The Library cannot assume any responsibility associated with cancellation of meeting room bookings due to inclement weather or an emergency that requires closing the Library.

3. Room Requirements:

    - The organization must arrange the meeting room for its use and return it to its original arrangement before leaving. The Library does not provide custodial assistance to change the arrangement of the room or move private materials.
    - All facilities must be left clean after use or a cleaning fee may be assessed.
    - Fastenings (tapes, tacks, etc.) cannot be used on any meeting room walls, floors, or furniture. Costs to repair damage caused to the walls, floors or furniture by not following this requirement will be charged to the representative of the booking organization.

4. Marketing and Presentations:

    - Audiovisual presentations must conform to current copyright law.
    - Materials or equipment belonging to the booking organization are solely the organization's responsibility. The Library does not assume any responsibility for private materials and equipment.
    - Advertising and signage for a program will be posted in accordance with New Castle County's display policy.
    - Program publicity may indicate program location and time, but cannot state nor imply that New Castle County Department of Community Services or the Library are program sponsors/co-sponsors unless specifically agreed to by the Library.

BOOKING PROCEDURES:

- Meeting room bookings can be made in the Library or by telephone with a signed reservation form faxed after the call. A signed copy of the booking request will be kept at the Library.
- The meeting room application form is available for download through the Library web site (http://www.nccdelib.org). The form must still be received in hardcopy either in person or by fax.

- Bookings may be made up to two months in advance and must be made seven days prior to the program to allow for Library approval.
- An organization may book a room once a month at each Library. Long term sequential meeting room commitments are allowed for civic groups that meet regularly or other groups upon availability and approval of the Community Services Management and the Library Manager.
- Requests for use of Library equipment (projectors, sound equipment, etc.) must be made at the time of booking. A list of equipment is available at each Library. The booking form requires the name of the group official or member who will assume financial responsibility for damage to equipment or replacement.
    - Outside equipment MAY NOT BE attached to the Library's equipment.
    - Library staff is not available to provide technical assistance.
- Simple kitchen facilities may be available for beverages or light refreshments. Request to use these facilities must be made at the time of booking and approval is required.

PROHIBITED USE:

Library meeting rooms may not be used for social purposes: religious activities or services; political campaign activity relating to a specific candidate; commercial concerns; any illegal activity; or any activity that in the judgment of the New Castle County Community Services General Manager poses a threat to the life, safety or property of any individual.

DENIAL OF ACCESS:

New Castle County Department of Community Services reserves the right to deny future Library meeting room use to:

- Groups or organizations whose previous conduct has not complied with Library meeting room policies and procedures as stated; and/or
- Groups or organizations whose conduct has resulted in damage or interfered with the other patrons' Library use.
- Groups or organizations that repeatedly don't show or cancel bookings.
- Cancellations must be made two weeks prior to the event or the entity risks loss of privileges.
- Groups who violate meeting room policy will be notified by the Library Manager by phone and mail.

COMPLAINTS:

Problems or complaints related to this policy should be submitted in writing to the General Manager of the Department of Community Services, 77 Reads Way, New Castle, DE 19720.

Department of Community Services

New Castle County Public Libraries

Meeting Room Application Form

Name of Organization _____

Type of Organization _____

Contact Person _____ E-mail Address _____

Telephone Number(s) H _____ W _____ C _____

Address _____

Meeting Date _____ Meeting Time _____

Size of Audience _____

Special Accommodations _____

Type of Program/Purpose of Meeting

_____

_____

_____

_____

Please call the library as soon as possible if you need to cancel a meeting.

As a representative of the above organization, I have read the regulations governing the use of the meeting rooms and agree to abide by them.

Signature _____ Date _____

Approved _____ Date _____