



# INTRUST Room Reservation Form

*Newton Public Library welcomes the use of its meeting rooms by organizations engaged in educational, cultural, intellectual, charitable, advocacy, civic, religious, or political activities.*

Name of Group Requesting Room: \_\_\_\_\_

Description of Group: \_\_\_\_\_

Title & Description of the Event: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Time Requested: (Include Setup/Tear Down): \_\_\_\_\_

Expected Number of Attendees: \_\_\_\_\_ Expected Age Range of Attendees: \_\_\_\_\_

Circle any technology needed for the event: Projector/Screen    Microphone    HDMI Cable    Assisted Listening Devices

Is the Event Open to the Public?    YES    NO

Designated Contact Person Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Please note the following policies apply to all to meeting room reservations. For a complete list of policies, please see the NPL Meeting Room Policy.**

- \* Meeting rooms may be reserved no more than 3 months in advance.
- \* The library has chairs (stored stacked on chair carts) and tables (on wheels). Groups are responsible for setting up and tearing down their own tables & chairs. Any technology needs should be communicated in advance to Library staff.
- \* Events must be scheduled during library open hours, including all setup and take-down. Leaders can arrive at 9 a.m. Meetings should not be scheduled to begin before 9:30 a.m. All attendees must leave the library by normal closing time (8 p.m. Monday-Thursday, 6 p.m. Friday-Saturday).
- \* All publicity concerning events should make clear that the library is not the sponsor, and should include the statement: *"Not a program of Newton Public Library."*
- \* No admission fees may be charged
- \* Attendees may not be presented with an opportunity to invest in anything at this event
- \* Attendees must comply with the library's Code of Conduct
- \* Private & For-Profit Groups conducting closed events are charged fees of \$25/hour for INTRUST Room
- \* NPL reserves the right to cancel any reservation at any time

I acknowledge that I have read and agree to the Newton Public Library Meeting Room Policy and consent to be bound by its terms. I assume responsibility for damage, loss, theft, or misuse of library equipment or facilities. I understand that my reservation must be confirmed by library staff, and staff may ask for additional information to determine whether the proposed event meets policy criteria.

\_\_\_\_\_  
Signature of Group Coordinator (must be 18 or older)

\_\_\_\_\_  
Date

**STAFF USE ONLY:**

Reservation Approved?	Y	N	Date & Initial: _____	Fee?	Y	N
Group Notified of Decision?	Y	N	Date & Initial: _____	Amount:	_____	
Event Added to Calendar?	Y	N	Initial: _____	Paid?	Y	N
				Method:	_____	Initial: _____