

Policy for Reserving Library Rooms

Meeting Room (56 chairs w/no tables)

| Type of Group | Frequency of Use: | Reservations in Advance: | Cost: |
|--|---|--------------------------|---|
| Educational, Civic, Charitable & Cultural Programs sponsored by Lincoln County Non-profits and Organizations. Government entities. | Two times per month, or by special permission | Up to 1 year | No charge |
| Commercial or private use | Two times per month, or by special permission | Up to 6 months | \$20 per hour, upon application or otherwise prior to the meeting |
| Walk-in | Only allowed if both other rooms are in use. To be arranged in person--no calls, NO RESERVATIONS. | | |

Conference Room (8-12 chairs)

| Type of Group | Frequency of Use: | Reservations in Advance: | Cost: |
|--|---|--------------------------|-----------|
| Educational, Civic, Charitable & Cultural Programs sponsored by Lincoln County Non-profits and Organizations. Government entities. | Two times per month, or by special permission | Up to 1 year | No charge |
| Commercial use | Two times per month, or by special permission | Up to 6 months | \$10/hr |
| Private use | Two times per month, or by special permission | Up to 6 months | Free |
| Walk in use | One room, once a day for 2 hrs. | Up to one day | Free |

Study Room (4-5 chairs)

| Type of Group | Frequency of Use: | Reservations in Advance: | Cost: |
|---------------|---------------------------------|--------------------------|-------|
| Walk in use | One room, once a day for 2 hrs. | Up to one day | Free |

For more information, please ask at the Reference Desk, or see our website, newportlibrary.org, at How To: Reserve a Room.