

## North Kingstown Free Library Meeting Rooms Policy

- A. **Statement of Policy:** The North Kingstown Free Library makes its meeting rooms available to community groups and local organizations engaged in educational, cultural and intellectual activities.
- B. **Reservations**
1. *Reservations for use of the room in January through June will begin October 1<sup>st</sup> and for use of the room in July through December beginning April 1<sup>st</sup>.*
- C. **Requirements for Use of the Meeting Rooms:**
1. All meetings held in the North Kingstown Free Library must be free of charge.
  2. Programs that involve the sale of goods or services are prohibited. (Exceptions may be made on library-sponsored programs).
  3. The library always has first priority to schedule use of the facilities.
  4. Use of the library meeting rooms does not in any way constitute an endorsement of the group's policies or beliefs by the North Kingstown Free Library.
- D. **Availability:**
1. The **Main Level Meeting Room upstairs** has a capacity of 85 persons and the **Small Conference Room downstairs** has a capacity of 10 persons.
  2. The rooms are available during regular library hours.
  3. The rooms must be put back to their original arrangement and vacated 15 minutes before closing time.
  4. There is no charge for the use of the meeting rooms.
- E. **Procedures for Booking the Main Level Meeting Room:**
1. A valid application must be filled out and approved by the Library Director before the room can be used. The Library Director may require any Application to be submitted to the Board of Trustees for prior review.
  2. Groups may book the room, no more than once per month.
  3. Reservations can be made with the Community Outreach Coordinator or the Director.
  4. The Library reserves the right to limit advance reservations.
  5. The library reserves the right to cancel meetings due to unforeseen circumstances or emergencies.
- F. **Procedures for Booking the Small Conference Room:**
1. This room is designed for small groups of up to 10 people.
  2. Reservations for this room are taken at the Reference Desk, no more than a week in advance.
  3. Only one reservation per day is allowed with a maximum four hour time limit per reservation.
  4. Groups or individuals that repeatedly cancel or fail to show up for reservations may lose the privilege to reserve the room.
  5. The **Small Conference Room** is held only 15 minutes for a reserved booking.
  6. Groups who want to book the **Small Conference Room** further in advance than 1 week will follow procedures outlined in section E above.
- G. **Regulations for Use of the Rooms:**
1. The group is responsible for setting up and for returning the room to the condition in which it was found.
  2. The library does not provide projectors, laptops, extension cords, sound equipment, or other audio-visual equipment.
  3. No food is permitted in the **Small Conference Room**.
  4. Light refreshments may be served in the **Main Level Meeting Room**. Groups must clean up after each meeting.
  5. Persons attending meetings are subject to all library policies and regulations.
  6. Any sign, advertisement, invitation, or other notice or announcement of an event to be held in the Meeting Rooms must clearly identify the sponsor by name and phone number, and may only use the name North Kingstown Free Library to identify the meeting location.
  7. The Board of Trustees reserves the right to withdraw use from groups not conforming to this policy. The Board may also refuse the use of the room by a group if such use would interfere with normal library operations.
  8. Groups and organizations holding meetings assume the responsibility for any damage to the room or its contents and will hold harmless the Board of Trustees, or any of its employees, for personal injury or property damage arising out of the use of the premises.

Approved by the North Kingstown Free Library Board of Trustees 11/13/2017