

NORTH KINGSTOWN FREE LIBRARY

MEETING ROOMS POLICY

- A. Statement of Policy:** The North Kingstown Free Library makes its Main Meeting Room available to community groups and local organizations engaged in educational, cultural and intellectual activities and its **Conference Room** available for individuals or small community groups engaged in educational, cultural and intellectual activities.

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.

***Please Note:** All persons attending meetings are subject to all library policies and regulations. The Board of Trustees reserves the right to withdraw use from groups not conforming to these policies. The Board may also refuse the use of the room by a group if such use would interfere with normal library operations.

B. Reservations

1. There is no charge for the use of the meeting rooms.
2. Reservation requests for use of the **Main Level Meeting Room** can be made up to 90 days in advance. Requests will be reviewed by the Library Administration before a reservation is confirmed. The library will not uphold reservations that have a pending or denied status.
3. The **Main Level Meeting Room** has a capacity of 58 persons.
4. Reservations for **Lower Level Conference Room** can be made no more than a week in advance. Requests will be reviewed by the Reference Staff.
5. The **Conference Room downstairs** has a capacity of 10 persons

C. Regulations for Use of the Rooms:

1. The library does not provide projectors, laptops, extension cords, sound equipment, or other audio-visual equipment.
2. No food is permitted in the **Small Conference Room**.
3. Light refreshments may be served in the **Main Level Meeting Room**. Groups must clean up after each meeting.
4. The group is responsible for setting up and for returning the room to the condition in which it was found
5. 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.

D. Requirements for Use of the Meeting Rooms:

1. The library always has first priority to schedule use of the facilities.
2. Use of the meeting rooms must not interfere with the use of the library by patrons.
3. All meetings held in the North Kingstown Free Library must be free of charge and open to the public.
4. Programs that involve the sale of goods or services are prohibited. (Exceptions may be made for library-sponsored programs).
5. 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*.